

Disclosure Request Report

DRR To Request the Provision of Known Meter Issue to Shippers, IGTs and PAFA via DDP (XRN5605 – IGT159V)

Prepared by:	Richard Johnson, DDP Delivery Lead at Correla
Submitted for:	Contract Management Committee (CoMC) on Wednesday 20 th September 2023
Decision details:	Request to add a new data attribute to the DPM, and make available to PAFA at community level
Date:	CoMC on 20 th September 2023
DRR Reference:	DRR-Sep23-01

1. Introduction and background

UNC Modification IGT159V 'Amendments to the Must Read process' – as described within the final modification report within Section 7 'Appendixes' – seeks to make the following improvements to the IGT Must Read (MUR) process: -

- Rules for IGTs to provide reads within an agreed window which allows validation of the read into Settlement.
- A specific process for SMART and AMR meters with an active DCC flag.
- A specific process for sites gained via the Sol process to allow shippers the new shipper the opportunity to obtain a read;
- A specific process for excluding sites with known issues preventing a read from being obtained; and
- Provision of data to the Performance Assurance Committee (PAC) for oversight of sites paused from the Must-Read process.

XRN5605 is the technical project associated with IGT159V; XRN5605 is scheduled for the February 2024 release. As part of this project, the UK Link team will make a set of changes in UK Link which will present an opportunity for the DDP project team to give new dashboard reporting to PAFA, IGTs and Shippers, enabling all three customer groups to monitor sites being excluded from the IGT MUR process at present and with a rolling 12-month historic view.

Specifically, as to which data attributes we intend to share with the DSC customer groups in question: -

- MPRN
- Age Bucket
- Meter Read Frequency
- Meter Read Date
- **Known Meter Issue (this is the subject of this DRR)**
- Class
- Supplier Short Code
- Supplier Name
- IGT Short Code if the user is a Shipper.
- IGT Name if the user is a Shipper.
- Shipper Short Code if the user is PAFA or an IGT
- Shipper Name if the user is PAFA or an IGT

One of the changes to be implemented by the UK Link project team will be the introduction of a new data attribute in UK link to flag (yes or no) whether a site is excluded from the IGT MUR process: 'Known Meter Issue', which is the subject of this DRR.

2. Data Items

CoMC is requested to provide permission, via the DPM, to enable Correla to provide 'Known Meter Issue' to PAFA in a community view, and Shippers and IGTs in a portfolio view via the DDP product. 'Known Meter Issue' does not exist as a data attribute on UK Link and the DPM; therefore, this DRR also includes a request to recognise this data item as a new entry on the DPM.

- **Request One: recognise 'Known Meter Issue' as a new data item on the DPM.**
- **Request Two: give PAFA community level access to 'Known Meter Issue'**
 - Justification: Community view will enable PAFA, in their role as a monitoring body for read performance, to track sites being excluded from the IGT MUR process across the industry.
- **Clarification (not a request): Shipper's would have portfolio level access to 'Known Meter Issue'.**
 - This will enable Shippers the ability to monitor sites in their own portfolio that are excluded from the IGT MUR process.
- **Clarification (not a request): IGTs would have portfolio level access to 'Known Meter Issue'.**
 - This will enable IGTs the ability to monitor sites in their own portfolio that are excluded from the IGT MUR process.

3. Privacy Impact Assessment

Where the disclosure of information includes the processing of personal data a Privacy Impact Assessment may be required.

Xoserve has considered the various tests that may be applied and considers that none of these are met and so a Privacy Impact Assessment is not required.

The tests (and answers) applied in determining whether a Privacy Impact Assessment was required were:

- a) Will the project involve the collection of new information about individuals?

No, the data attribute not related to individuals. It's an attribute to indicate whether a site has been excluded from a business process.
- b) Will the project compel individuals to provide information about themselves?

No, the population of the data attribute will not require individuals to provide information; it will be populated using existing industry data flows from DSC parties.

- c) Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?

No, as per question A, this is not a data item that relates to individuals.

- d) Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

No, as per question A, this is not a data item that relates to individuals.

- e) Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

No, this request has nothing to do with technology that could be perceived as privacy intrusive. The data attribute will be shared via the DDP product, based on an Infor-Birst platform.

- f) Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?

No, the data attribute is not related to individuals and therefore cannot be utilised against individuals.

- g) Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.

No, the data attribute only exists to indicate sites being excluded from a business process. It has no possibility of containing private information related to individuals.

- h) Will the project require you to contact individuals in ways that they may find intrusive?

No, there is no process associated with this data item that involves contacting any individuals.

- i) Will the disclosure of information utilise new technology for Xoserve?

No, processing, data storage and the presentation of this data item will utilise existing technology namely UK Link, Azure and InforBirst.

- j) Will the disclosure include information that identifies a vulnerable customer?

No, the data attribute only exists to indicate sites being excluded from a business process. It has no possibility of containing private information related to individuals.

- k) Will the disclosure release mass data to a party?

Yes, the data item will be exposed in mass volumes to DSC parties (including Shippers, IGTs and PAFA) via DDP.

- l) Will the disclosure include information that identifies an occurrence of theft of gas.

No, this data item has nothing to do with theft of gas.

- m) Will the disclosure require a fundamental change to Xoserve business

No, the exposure of the mentioned data item will not cause any process or structural change to the Xoserve business.

4. Commercial model

There is no new commercial model associated with this request. The UK Link and DDP projects will be delivered under existing DSC Statements of Works (SOWs).

5. Method of access to the Dataset

Shippers, PAFA and IGT would be permitted to access the data attribute via DDP. To access DDP, a user would need an Infor-Birst account with a username and an appropriate log in password.

6. CoMC Determinations

CoMC are requested to approve this DRR as per the requests under section 2 of this document.

7. Appendixes

- [Final Modification Report for IGT159V 'Amendments to the Must Read process'](#)

Appendix 1: Current Data Permissions Matrix with proposed changes as per this Disclosure Request Report

This copy of the DPM was taken by Richard Johnson on 17th August 2023. The change to DPM is on row 100 in the spreadsheet.



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Appendix 2: Current DPM – Conditionality Document with proposed changes as per this Disclosure Request Report

The DPM – Conditionality Document will be updated following approval by Contract Management Committee. Please see attached proposed DPM – Conditionality Document for review.

There are no changes to the DPM Conditionality Document because of this DRR.