

Research Body Request Framework

Framework Purpose

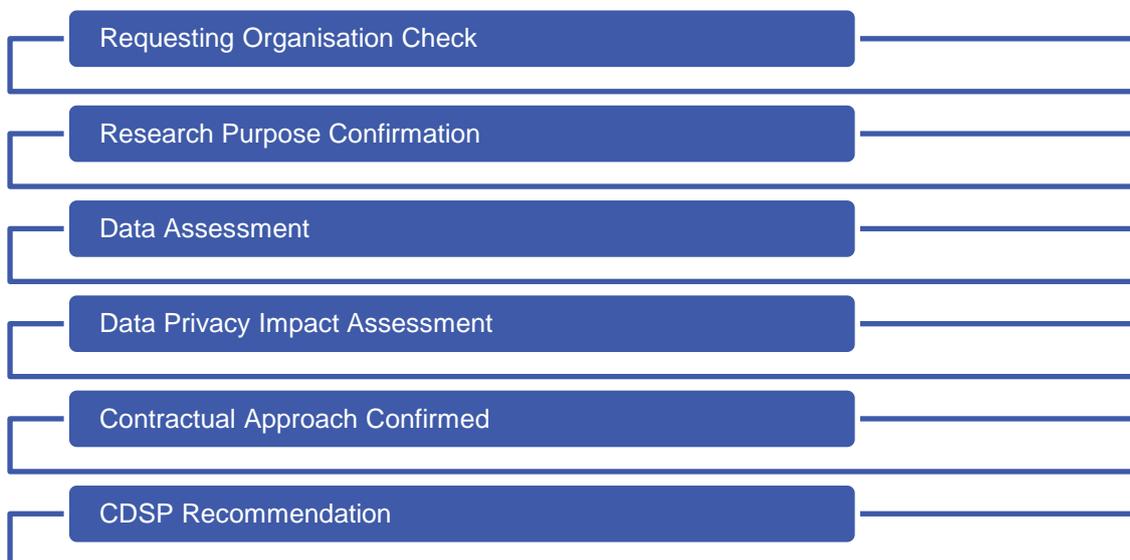
Uniform Network Code (UNC), TPD, Section V5 states:

a “Research Body” is an organisation which requires access to gas industry data for an Agreed Objective and an agreed period of time. An “Agreed Objective” may include (but is not limited to) the following, but only where the Research Body can demonstrate to the DSC Contract Management Committee that their research will benefit consumers, government or society: promoting innovation; developing/delivering operational excellence; and/or developing/delivering efficiency in the UK energy industry.

The purpose of this framework is to set out the steps the CDSP will follow when a Research Body is looking to gain access to gas industry data (“Acceptance Criteria”).

The Data Services Contract (DSC) Contract Management Committee (CoMC) will be responsible for approving and maintaining the Research Body Request Framework (“Framework”). The Framework will be utilised by the Central Data Service Provider (CDSP) to check against when assessing a Research Body request. For the avoidance of doubt, the CoMC will get visibility of every Research Body Request received by the CDSP and will be expected to approve the CDSP recommendation.

The proposed checks are summarised below:



Process for amending this Framework

Any amendments to this Framework must be approved at CoMC.

Any DSC Party or the CDSP may propose an amendment to this Framework by following the process set out below:

- 1) If the amendment is proposed by a DSC Party, details of the proposed amendments can be shared with CDSP with sufficient time to enable CDSP to share with all CoMC Representatives a minimum of 5 business days prior to the CoMC where approval will be sought.
- 2) If CDSP propose the amendments, CDSP will share the amendments with CoMC a minimum of 5 business days prior to the CoMC where approval will be sought.
- 3) Proposed amendments to be added to the agenda for the CoMC where approval will be sought.
- 4) CoMC Representatives and CDSP to review the amendments.
- 5) Any comments relating to the amendments to be discussed at CoMC.
- 6) Approval of any amendments to be given at CoMC.
- 7) Once approved CDSP will:
 - update the Framework with the approved amendments;
 - update the version control on the final page of this Framework; and
 - arrange for the updated Framework to be published

The Framework should be officially reviewed by the CoMC on an annual basis. This review should assess the suitability of the Framework considering the previous 12 months.

Research Body Request

| | |
|---|--------------------------------|
| Research Body Request Prepared by: | <i>To be completed by CDSP</i> |
| Submitted on behalf of: | <i>To be completed by CDSP</i> |
| Decision details: | <i>To be completed by CDSP</i> |
| Date: | <i>To be completed by CDSP</i> |

Requesting Organisation Check

Intended to confirm and [assess] the organisation requesting access to data as a Research Body

Organisation Name Confirmed

Organisation Company Number / Unique Reference Number

Acceptance Criteria

- Confirmed organisation and confident in identifying them from a legal perspective

Requesting Organisation Check – Acceptance Criteria met – [Yes / No]

Research Purpose Confirmed

Intended to clarify the purpose of research and how the data can support the purpose being achieved

Intention of Research and how it will be achieved confirmed

Check against “Agreed Objectives”

An “Agreed Objective” may include (but is not limited to) the following, but only where the Research Body can demonstrate to the DSC Contract Management Committee that their research will benefit consumers, government or society: promoting innovation; developing/delivering operational excellence; and/or developing/delivering efficiency in the UK energy industry.

- Understand the purpose of the research / what the data provided will be used for and under what agreed objective the request is being made. *Where the agreed objective is outside of those listed in the definition, this will be made clear to CoMC*

Research Purpose Confirmed – Acceptance Criteria met – [Yes / No]

Data Assessment

Intended to assess the data the Research Body requires access to and confirm if the CDSP are the correct source of the required data

Data Items and Justification per Data Item

Dataset Sample Size (if known)

Dataset Parameters (criteria)

Method of access to Dataset

Period of Research

The period of planned research in which you will use the dataset.

Expected research start date:

Expected research end date:

Period of Data Retention

The period you are intending to hold the dataset for and the reason for the proposed retention period.

Expected retention start date:

Expected retention end date:

Dataset Processing Approach

How are you intending to use this dataset to achieve your research purpose?

For example, is the data being merged with another dataset? Is the intention to publish the dataset?

Anonymisation Approach Agreed

- Confirmation on dataset required

Dataset Assessment – Acceptance Criteria met – [Yes / No]

Data Privacy Impact Assessment (DPIA)

Where the disclosure of information includes the processing of personal data a Data Privacy Impact Assessment (DPIA) is required to identify and mitigate risks.

Xoserve will apply the below tests to each Research Body request and if the answer is 'yes' to any of the questions, a DPIA is required.

- a) Will the project involve the collection of new information about individuals?
- b) Will the project compel individuals to provide information about themselves?
- c) Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?
- 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?
- 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.
- f) Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?
- 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.
- h) Will the project require you to contact individuals in ways that they may find intrusive?
- i) Will the disclosure of information utilise new technology for Xoserve?
- j) Will the disclosure include information that identifies a vulnerable customer?
- k) Will the disclosure release mass data to a party?
- l) Will the disclosure include information that identifies an occurrence of theft of gas.
- m) Will the disclosure require a fundamental change to Xoserve business

The CDSP will assess whether a full DPIA is required for every Research Body request for data.

Acceptance
Criteria

DPIA completed with risk mitigations agreed and outcome shared with CoMC

DPIA – Acceptance Criteria met – [Yes / No]

Contractual Approach Confirmed

Intended to confirm the contractual arrangements and funding for a Research Body request.

CDSP expects each Research Body who is approved to access data will be required to sign an agreement in accordance with the CDSP Service Document – Third Party and Additional Services Policy

The CDSP will assume that every Research Body request is a service that is chargeable to the requestor unless otherwise instructed by the CoMC.

Acceptance
Criteria

•Contractual approach and funding agreed

Contractual Approach Approved – Acceptance Criteria met – [Yes / No]

Recommendation

CDSP recommendation based on the Research Body request being assessed against the agreed Framework

Acceptance
Criteria

With regards to this request, the CDSP recommend that CoMC:
Approve* Reject*

Recommendation – [Approve / Reject]

CoMC approval

CoMC are made aware of the Research Body request and the CDSPs recommendation based on the agreed Framework and are asked to approve.

CoMC decision – [TBC]

Additional information

* The CDSP must provide additional information to justify the Research Body request recommendation.

The CDSP may also use this section to provide further information which may be required for CoMC to decide and which has otherwise not been specified within the Framework. This can include confirmation regarding whether the requesting organisation has previously submitted a Research Body Request.

Version Control

| Version | Date: | Author | Status | Comments |
|---------|------------|--------------|-----------------------|--|
| 1.0 | 18/03/2020 | Ellie Rogers | Previous Live Version | First version created |
| 2.0 | 17/02/2021 | Ellie Rogers | Live | Updated the Period of Research and Data Retention sections for clarity |