Network Innovation Allowance: Data Sharing Policy

WALES&WEST
UTILITIES

Contents

1.0 Data Sharing Policy

1.1. Purpose

The purpose of this policy is to define Wales & West Utilities' ("WWU") data sharing process and how interested parties can request network or consumption data (anonymised where necessary) gathered in the course of a Project.

1.2. Scope

This policy applies to all of WWU's Network Innovation Allowance ("**NIA**") Projects and Network Innovation Competition ("**NIC**") Projects that have been uploaded and are available on the Energy Networks Association ("**ENA**") Smarter Networks Portal1.

The ENA Portal is a Smarter Networks Portal that acts as a repository for innovative Projects whichwas requested by Ofgem and ENA Members. This Learning Portal is an area on the ENA website through which external parties can access the learning generated as a result of innovative Projects.

1.3. Policy Statement

To ensure compliance with the NIA and NIC Governance Documents, there is a requirement for WWU to define the terms of a publicly available data sharing policy and how interested parties can request this information.

All Project information is stored locally within WWU, however the information is available on request if the requesting party can demonstrate it is in consumers' interests to do so.

1.4. Procedure for Third Party to request data

Upon the installation of a NIA Project Progress Report or NIC Project Progress Report to the ENA Smarter Networks Portal, information regarding network or consumption data (anonymised where necessary) may be made available to interested third parties who formally request such information, via email, to innovation@wwutilities.co.uk

When submitting a request for information regarding any WWU NIA or NIC Project, the third party must supply the following information:

- Name of company requesting the information;
- Project Name *as per the ENA Portal;*
- Project Reference *as per the ENA Portal;*

- Reason for submitting the request *including why it is in consumers interests;* and
- Section(s) of information required.

Upon receiving the request, WWU will review the submission within 20 working days, ensuring that sharing the information required is in consumers' interests. Any information provided under this procedure may be anonymised and/or redacted, at the discretion of WWU, for reasons of commercial confidentiality or other sensitivity including the protecting and safeguarding of intellectual property rights belonging to any Project partner.
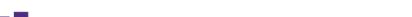
The procedure relating to the operation and implementation of this policy is laid out in detail in the *'Sharing Project Data Procedure'* set out at Appendix 1.

Note: *Should the data require redacting then this could extend the period of review by WWU. If an extension to this period is required by WWU then the requesting third party will be notified of such extension.*

1.5. Associated Policies, Procedures and Documentation
- NIA Governance Document v3.0 dated 18 July 2017 Section 2.13 Sharing Data Policy2;
- NIC Governance Document v3.0 dated 30 June 2017 Section 2.16 Sharing Data Policy3; and
- Appendix 1 – Sharing Project Data Procedure

Appendix 1 Sharing Project Data Procedure

1. WWU will upload the NIA/NIC Project report onto the ENA portal;

2. Interested third parties, who would like information regarding network or consumption data, make a formal request to WWU via email to: innovation@wwutilities.co.uk;

3. The request for information must include the following information:

   - Name of company requesting the information;
   - Project Name *as per the ENA Portal;*
   - Project Reference *as per the ENA Portal;*
   - Reason for submitting the request *including why it is in consumers interests;* and
   - Section(s) of information required.

4. WWU will review the submission within 20 working days, subject to anonymising and/or redacting of certain commercially sensitive information which could extend the period of review, in which case the third party will be notified of such extension.

Suggested Format for Third Party Email Request

To: innovation@wwutilities.co.uk

Subject: Network Innovation: Sharing Project Data Request – [*requesting company name*]

Name of company:
Project Name *as per the ENA Portal*:
Project Reference *as per the ENA Portal*:
Reason for submitting the request *including why it is in consumers interests:* *Please outline the specific reasons……………*

Section(s) of information required: *Please outline the specific sections……………*