

**To:** Jane Pierce[Jane.Pierce@ofgem.gov.uk]  
**Cc:** Sarah Driver[Sarah.Driver@ofgem.gov.uk]; Nicola Percival[Nicola.Percival@ofgem.gov.uk]; James Woods-Segura[James.Woods-Segura@ofgem.gov.uk]; Steve Blackie[Steve.Blackie@ofgem.gov.uk]  
**From:** Marc Tischler  
**Sent:** 2016-02-12T09:50:09Z  
**Importance:** Normal  
**Subject:** RE: TRIM: Data Sharing [OFFICIAL Internal Only]  
**Received:** 2016-02-12T09:50:12Z  
**FW:** TRIM: FW: Data Sharing

Hi Jane,  
Please see attached the latest version I have in my emails. I believe this was the final version.  
Regards  
Marc

---

**From:** Jane Pierce  
**Sent:** 12 February 2016 08:41  
**To:** Marc Tischler; Sarah Driver; Nicola Percival; James Woods-Segura; Steve Blackie  
**Subject:** FW: TRIM: FW: Data Sharing [OFFICIAL Internal Only]

Does anyone have a copy of the final version of the NI data sharing agreement (we need it quite urgently)? - I have looked on share-point and can't see it...

Your hopefully!

Thanks

Jane

---

**From:** Atika Ashraf  
**Sent:** 09 February 2015 13:02  
**To:** Teri Clifton; Gareth John  
**Cc:** Marc Tischler; Edmund Ward  
**Subject:** FW: TRIM: FW: Data Sharing

Dear both,

FYI – please note that DETI have signed the latest draft of the data sharing protocol. The content has been cleared by our Legal team, and all previous comments from SMT have been addressed.

I have a slot to sign at this end with Chris tomorrow afternoon. After it is signed, the same process for sharing data with DECC will apply to DETI, which is good news.

We will need to allocate an owner for:

- Managing Domestic data received by DETI on a weekly basis to enable us to complete the Domestic status check.
- Owning this protocol and general data requests from DETI as a whole.

Can you please have a think about any relevant owners, and I will pop something in the diary this week for us to discuss the way forward.

Thanks

Atika

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**From:** Atika Ashraf  
**Sent:** 09 February 2015 10:31  
**To:** 'Hughes, Seamus'  
**Cc:** Wightman, Stuart  
**Subject:** RE: TRIM: FW: Data Sharing

This is great, thanks Seamus. I have a slot with Chris Poulton tomorrow so will aim to get it signed then.

Thanks

Atika

---

**From:** Hughes, Seamus [mailto:Seamus.Hughes@detini.gov.uk]  
**Sent:** 09 February 2015 10:10  
**To:** Atika Ashraf  
**Cc:** Wightman, Stuart  
**Subject:** FW: TRIM: FW: Data Sharing

Atika

Many thanks for this revised draft DSP. I have discussed with Stuart and we are content with the document as drafted. I have accepted all the changes in your draft and deleted the comments so the document is now final as far as we are concerned. Stuart has signed off for DETI.

Hopefully we can now have the DSP signed at your end and the issue closed off this week.

Many thanks

Seamus Hughes on OFGEM on 07.06.2017

Annotated by RHI Inquiry

Regards  
Seamus

**Seamus Hughes**

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**From:** Atika Ashraf [<mailto:Atika.Ashraf@ofgem.gov.uk>]

**Sent:** 06 February 2015 17:21

**To:** Hughes, Seamus

**Cc:** Wightman, Stuart; Edmund Ward

**Subject:** RE: TRIM: FW: Data Sharing

Dear Seamus,

Hope you are well. Please see the attached revised draft DSP – with minor changes from Legal, in comparison to the previous draft I sent you.

Please let me know if you have any comments – then we can look to agree to get this signed.

I think we are close to finalising. Have a good weekend.

Thanks

Atika

---

**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]

**Sent:** 13 January 2015 10:54

**To:** Atika Ashraf

**Cc:** Wightman, Stuart

**Subject:** FW: TRIM: FW: Data Sharing

Good morning Atika

Just checking with you if there has been any progress on this at your side. The last time we discussed the subject you were I think awaiting some final clearance from your lawyers?

Many thanks

Regards

Seamus

**Seamus Hughes**

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**From:** Hughes, Seamus

**Sent:** 20 November 2014 10:05

**To:** 'Atika Ashraf'

**Cc:** Wightman, Stuart

**Subject:** FW: TRIM: FW: Data Sharing

Atika

Attached please find a final draft version of the Data Sharing Protocol/Agreement document. In discussion with DETI Information Management Unit has reformatted to comply with Northern Ireland Civil Service data sharing guidance. There have been no substantive changes to the content.

Hopefully you are content and we can arrange to have the document signed off?

Many thanks

Regards

Seamus

Received from OFGEM on 07.06.2017

Annotated by RHI Inquiry

**Seamus Hughes**

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**From:** Hughes, Seamus  
**Sent:** 18 November 2014 14:06  
**To:** 'Atika Ashraf'  
**Subject:** RE: TRIM: FW: Data Sharing

Atika  
 Apologies for the delay in progressing this issue but I wanted to provide you with a brief update. A final draft of the protocol document is current with DETI Information Management Unit for last consideration and I am expecting a response shortly. Once received I will forward a final draft to you and hopefully sign off shortly thereafter.  
 Regards  
 Seamus

**Seamus Hughes**

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**From:** Atika Ashraf [<mailto:Atika.Ashraf@ofgem.gov.uk>]  
**Sent:** 15 October 2014 11:35  
**To:** Hughes, Seamus  
**Cc:** Omolade Barker; Edmund Ward  
**Subject:** TRIM: FW: Data Sharing

Dear Seamus,  
 Thanks for sending me your comments on the data sharing protocol. Our legal team have since made some additional comments and additions, on the attached.

In particular:

- The statutory basis for entering into this DSP was not considered in the draft and it seems DECC's DSP was copied over re reporting obligation under GB regs. DETI would need to review the tracked changes in the attached to ensure that you agree with our comments/tracked changes re statutory powers. There is no provisions under NI RHI Reg for Ofgem to disclose information to DETI, so any disclosure has to be via the mechanism provided by Section 114 of the Energy Act 2011 (EA 2011) and Arrangements made pursuant to the EA 2011.
- For reason stated in bullet point 1 above, both Ofgem and DETI will need to consider what information is required to be disclosed under the Arrangement and when the disclosure should take place. I can set up a meeting on this if this is useful, or you could send us your data requirements for review?
- The expiry date of the DSP need to be considered in view of the provisions of the Arrangements on termination i.e. amendment of the NI RHI Reg will trigger termination of the current Arrangements.

Re SFTP – I believe my colleague Steve has spoken to you about this. He advised that we don't have SFTP and are currently sending data via a secure GSI email? Do you need anything else on this?

Re next steps on the protocol (please amend or add as appropriate)–

- 1) DETI to confirm they are happy with this draft and changes that have been made
- 2) Finalise security arrangements
- 3) Arrange for protocol to be signed.

Thanks

Atika  
 Received from OFGEM on 07.06.2017  
 Annotated by RHI Inquiry

---

**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]

**Sent:** 06 October 2014 11:43

**To:** Atika Ashraf

**Cc:** Wightman, Stuart

**Subject:** RE: Data Sharing

Atika

Please find attached revised (tracked changes) draft protocol document for your consideration. I would welcome Ofgem comment/edits so that the matter can be progressed.

On a related matter are you in a position yet to provide the detail requested on the SFTP form I previously sent to you, (form attached again for ease of reference)?

Many thanks

Regards

Seamus

**Seamus Hughes**

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---

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**From:** Atika Ashraf [<mailto:Atika.Ashraf@ofgem.gov.uk>]

**Sent:** 19 September 2014 15:01

**To:** Teri Clifton; Hughes, Seamus

**Cc:** Steve Blackie

**Subject:** RE: Data Sharing

Dear Seamus,

Many thanks for this. Regarding your query below on secure file transfer, we are looking into this and will send you over these details in due course.

Regarding your other questions that you have highlighted in yellow, these look like internal observations DETI colleagues have made with regards the Data Sharing protocol draft that we previously sent over. We don't have any strong views with regards to these observations.

We recommend that you send us a tracked changed version of the data sharing protocol, which marks up any changes you would like to make. We can then review this clearly in the context of the full document. Does that sound possible?

Thanks

Atika

---

**From:** Teri Clifton

**Sent:** 17 September 2014 13:38

**To:** Hughes, Seamus

**Cc:** Atika Ashraf

**Subject:** RE: Data Sharing

Hi Seamus

I've copied in my colleague Atika, who is Senior Manager of the Development team. She should be able to help with your queries as she is reviewing the information that you have sent through to us.

I'm sure she will be in touch shortly.

Regards

Teri

---

**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]

**Sent:** 17 September 2014 13:27

**To:** Teri Clifton

**Subject:** FW: Data Sharing

Teri

In follow up to the setting up of the **secure file transfer**, (SFTP) DETI IT has asked me for details of who will be users of the service. Can you please provide the Ofgem names by return? The detail required is **name, email address and phone number**.

In addition would you be able to advise on the likely estimated size of the monthly transfer and also the type of files to be transferred?

Many thanks

Regards

Generated from OFGEM on 07.06.2017  
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Seamus

**Seamus Hughes**

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**From:** Hughes, Seamus

**Sent:** 11 September 2014 11:41

**To:** 'Teri Clifton'

**Cc:** Wightman, Stuart

**Subject:** FW: Data Sharing

Teri

We touched on this issue in our telecon last week. My email to you on 18 July was really to seek your comments on the views expressed below, (relevant ones highlighted), from DETI Information Management Unit on the current draft document. There are comments in the draft document from Karen Wood, (I presume an Ofgem employee), which we can consider. I presume I am right in thinking that the draft protocol document originated from Ofgem?

An early response would be appreciated so that we can start to move this matter on.

Many thanks

Regards

Seamus

**PS** On the other matter we discussed have you been able to establish if Ofgem has/or will be producing statistical reports on the NI RHI similar to that produced for the GB Scheme?

**Seamus Hughes**

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**From:** Hughes, Seamus

**Sent:** 03 September 2014 11:44

**To:** 'Teri Clifton'

**Cc:** Wightman, Stuart

**Subject:** Data Sharing

Teri

DETI IT colleagues have now confirmed to me that secure FTP has been added to the list of available services and the detail of the requirements will now need to be determined. I don't recall receiving a response from yourself in relation to the queries raised previously and wonder if you are now in a position to respond?

We can perhaps touch base on this in our telecon tomorrow afternoon?

Many thanks

Regards

Seamus

**Seamus Hughes**

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**From:** Hughes, Seamus

**Sent:** 18 July 2014 10:56

**To:** 'teri.diften@ofgem.gov.uk'

**Cc:** 'Edmund Ward'; 'nadia.carpenter@ofgem.gov.uk'; Wightman, Stuart; Sinton, Dan; Savage, Mark

**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Hi Teri

Firstly let me introduce myself I have just recently joined the Renewable Heat team in DETI to replace Peter Hutchinson who has moved on to pastures new.

The email below and document attached concerns the data sharing protocols which are being worked up. You will note that DETI information management colleagues have raised a number of queries around the detail of the information to be shared and other comments around the current draft protocol document.

I would welcome any comment/responses you may have at this point around the queries raised.

Many thanks

Best Regards

Seamus

**Seamus Hughes**

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**From:** Mo, Wai Kuen

**Sent:** 17 July 2014 14:37

**To:** Hughes, Seamus

**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan; Savage, Mark

**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Hi Seamus

Mark had passed your email to me to process for the SFTP Service. I forwarded the ofgem data sharing document to Information Management for comments and below (see Bernard McCaughan's email) are issues you will need to look into before we can take this any further.

Regards

**Wai Kuen Mo**

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**From:** Wallace, Leo

**Sent:** 17 July 2014 14:24

**To:** Mo, Wai Kuen

**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Wai Kuen

Please see Bernard's comments below. As he has expertise in this area it would be useful to share his thoughts with the parties involved. It was also be good to get sight of the final draft when available.

Thanks

Received from OFGEM on 07.06.2017

Annotated by RHI Inquiry

Leo

**Leo Wallace**

Corporate Services

Department of Enterprise, Trade &amp; Investment

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Web: [www.detini.gov.uk](http://www.detini.gov.uk)**Please consider the environment - do you really need to print this e-mail?****From:** McCaughan, Bernard**Sent:** 17 July 2014 13:58**To:** Wallace, Leo**Subject:** NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Leo – I have taken a quick look at the draft data sharing agreement sent to Wai Kuen in order to facilitate data coming into Energy Branch using the SFTP facility.

Based on my experience, I've provided some comments below:

- There appears to be quite a bit of information to be provided. Is the sharing of all of it relevant and not excessive?
- As someone has already commented, the facility to ensure the secure transfer of the information should be included.
- In addition to FOI/EIR, there has to be arrangements in place to provide individuals with access to their personal data if they request it – subject access under the DPA.
- GEMA will likely have to include the sharing of any personal data with DETI within their ICO notification.
- How is DETI ensuring the information is held securely with restricted access? Flesh out 8(3).
- Have common retention periods for the data been agreed – this will have to be reflected in DETI's R&D schedule? These retention periods should be reflected in the agreement as opposed to stating the need to comply with retention and disposal policies.
- Should the detail in point 4 be within point 3?
- In point 4 replace 'data holder' with 'data controller'.
- Should point 6 and 7 be amalgamated and reduced – there's a lot of detail?
- A data sharing agreement doesn't actually have to list the principles (point 9). By all means include a reference that they will be complied with and the various issues throughout the agreement should cover the issues they pose but actually listing them only takes up space.
- What is meant by (point 8) 'DETI may also conduct checks of data quality across the scheme'? Is there any way to be more specific as to what this will involve?

As DIM, you should probably have another look at this when it is closer to final draft.

Regards

Bernard

**From:** Wallace, Leo**Sent:** 16 July 2014 16:10**To:** McCaughan, Bernard**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters**From:** Mo, Wai Kuen**Sent:** 16 July 2014 15:59**To:** Wallace, Leo**Cc:** Savage, Mark**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Hi Leo

We were discussing about data sharing agreement for sharing of data with external bodies. Attached is data sharing agreement we need to sign for data coming into Energy Branch, planning to use the SFTP facility. Would you have any issues/comments before I submit

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request to IT Assist.

Thanks

**Wai Kuen Mo**

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**From:** Savage, Mark  
**Sent:** 16 July 2014 15:49  
**To:** Mo, Wai Kuen  
**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

WK,  
 I received this from Renewable Heat but we would still need some guidance on what information Ofgem would need to provide in order for an SFTP service to be setup.  
 Mark

**From:** Hughes, Seamus  
**Sent:** 16 July 2014 13:33  
**To:** Savage, Mark  
**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan  
**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Mark  
 Please see below and attached from Ofgem. You will note the contact for IT matters is Cheryl Fox.  
 Regards  
 Seamus

**Seamus Hughes**

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**From:** Atika Ashraf [<mailto:Atika.Ashraf@ofgem.gov.uk>]  
**Sent:** 16 July 2014 13:26  
**To:** Hughes, Seamus  
**Cc:** McCay, Davina; Wightman, Stuart; Sinton, Dan; Edmund Ward; Cheryl Fox  
**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Dear Seamus,  
 I work in Edmund's team – specifically on policy/regulatory implementation for the Non-Domestic RHI. Edmund is on leave and he referred your enquiry to me.  
 In terms of an IT contact, can you/your colleagues liaise with Cheryl Fox ([Cheryl.Fox@ofgem.gov.uk](mailto:Cheryl.Fox@ofgem.gov.uk)) in the first instance.  
 Regarding the type of data involved, this is in Annex A of the draft data sharing protocol that was shared previously. I've attached it again for ease.  
 I hope this helps. Edmund will be back next week, but if you have any queries in the meantime feel free to get in touch.  
 Thanks

Atika  
**Atika Ashraf**  
 Senior Manager, Development  
 RHI Non-Domestic  
 9 Millbank from OFGEM on 07.06.2017  
 Annotated by RHI Inquiry



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**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]

**Sent:** 10 July 2014 13:14

**To:** Edmund Ward

**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan

**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Edmund

In terms of the data transfer issue I can advise that DETI IT met yesterday, (Wednesday), with the overarching NICS IT Group to further consider the secure file transfer system for which RHI will be a pilot project for DETI. It is looking like it will go ahead but our IT colleagues will require more detail on who will be transferring the data and the types of data involved. In this regard it would be helpful if Ofgem could provide detail on the nature of the data held and also a relevant IT contact within Ofgem who can liaise with DETI IT on the technical detail.

Regarding the timetable for scheme changes it is still early in our internal consideration at this point so there is nothing definitive to advise at this juncture. However, we are fully aware of the need to keep everyone in the loop as the matter is progressed and we certainly be liaising closely with you and your colleagues on the matter over the coming time.

I hope this is helpful to you.

Regards

Seamus

**Seamus Hughes**

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---

**From:** Edmund Ward [<mailto:Edmund.Ward@ofgem.gov.uk>]

**Sent:** 09 July 2014 08:43

**To:** Edmund Ward; Hughes, Seamus

**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan; Teri Clifton

**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Seamus, [Stuart, Davina]

Further to my previous, in preparing for any response from Chris to Stuart on the Carbon Trust matter, I just wanted to clarify where we are at a working level on the other matters that Chris and Gareth John previously discussed with John Mills.

Some of this is set out in the wider issue summary below - please do let me know if any of these are not in line with your understanding.

Picking up a couple of specifics:

- on data sharing I wondered if there'd been any update from your IT colleagues on the data transfer protocol?
- on regulatory/scheme changes, I wondered if your plans were any further advanced with respect to changes to the scheme and if, for example, you are yet considering a timetable over which regulatory change might occur? If so, we'd be happy to discuss the appropriate timescale for the feasibility study Ofgem would expect to conduct.

Thanks again for your input on these matters.

Kind regards,

Edmund

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**Budgets**

We have agreed a budget for 2014/15. In line with our agreed approach to review volumes on a quarterly basis, we look forward to providing an update following the recent completion of the first period April-June 2014. [I'm currently checking with colleagues here but I believe there is a timetable for this]

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**Data sharing**

I understand our teams have reached a common view on the practical measures to be put in place to facilitate the secure sharing of data. In line with that, I understand that you will be providing a short note summarising how your data storage and secure transfer system will enable the data to be . Our teams will continue to progress this at a working level.

**Future changes to the Non-Domestic RHI scheme**

We will be happy to engage on further intended policy changes. We note that, in order to assess the scope of administrative and IT system changes, our normal expectation would be to complete a feasibility study at the stage you have a firm view of policy intentions. This would enable us to provide you with an assessment of costings and operational impacts of the proposal, and to indicate the likely implementation time once arrangements (including funding) were agreed.

**Edmund Ward**

Head of Technical, Development and Continuous Improvement  
Non Domestic Renewable Heat Incentive (RHI)  
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Direct Dial: 0207 901 7168  
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**From:** Edmund Ward  
**Sent:** 08 July 2014 13:57  
**To:** 'Hughes, Seamus'  
**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan  
**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Thanks Seamus for the extra time to comment.

I've now had a chance to discuss this within Ofgem and can confirm that, if you are to send this through in its current form, we will be well placed to consider a constructive response that should enable us to progress this matter.

Kind regards,

Edmund

**Edmund Ward**

Head of Technical, Development and Continuous Improvement  
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**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]  
**Sent:** 07 July 2014 12:56  
**To:** Edmund Ward  
**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan  
**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Edmund

Thanks for the prompt response. Tomorrow morning will be fine for comment.

Regards

Seamus

**Seamus Hughes**

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**From:** Edmund Ward [<mailto:Edmund.Ward@ofgem.gov.uk>]

Received from OFG on 07/08/2014  
Annotated by RHI Inquiry

**Sent:** 07 July 2014 12:27

**To:** Hughes, Seamus

**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan

**Subject:** RE: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Seamus,

Thanks for sending this through. I'm unexpectedly out of the office today, but have asked colleagues to provide any comment – I'd hope to get back to you by 10am tomorrow with further comment. However, if you do prefer to send today my initial response would be that this appears to cover the appropriate issues and should enable us to provide a response that would enable us to move forward.

Kind regards,

Edmund

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**From:** Hughes, Seamus [<mailto:Seamus.Hughes@detini.gov.uk>]

**Sent:** 07 July 2014 12:08

**To:** Edmund Ward

**Cc:** Wightman, Stuart; McCay, Davina; Sinton, Dan

**Subject:** FW: NI RHI Carbon Trust and other matters - possible points for an SRO exchange of letters

Dear Edmund

If was good to have the call last Wednesday which was helpful in getting myself and Stuart up to speed on the issues. Attached please find a draft letter which we would propose to issue to Chris but I wanted to share with you to make sure you are content before doing so. We have kept the draft succinct and focused on the main issue, the other areas can be addressed in due course.

We would hope to issue the letter today if at all possible.

Many thanks

Regards

Seamus

**Seamus Hughes**

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