



Data Sharing Protocol

between

**Energy Efficiency Branch,
Department of Enterprise, Trade and
Investment (DETI)**

and

**The Gas and Electricity Markets
Authority (GEMA)¹**

¹ Ofgem is the office of GEMA and 'Ofgem' and 'GEMA' are used interchangeably in this document.

Contents

1. Parties to the Data Sharing Protocol
2. Introduction and Background
3. Purpose
4. Legal Basis for Data Sharing
5. Organisations Involved
6. Data to be Shared
7. Requests for Information
8. Responsibilities of each Party
9. Security
10. Retention and Disposal
11. Data Breach/Loss
12. Review/Termination of Data Sharing Agreement
13. Indemnity
14. Signatures

ANNEX A

ANNEX B

1. Parties to the Data Sharing Protocol	
Business Area, DETI Department of Enterprise, Trade and Investment, Netherleigh, Massey Avenue, BELFAST BT4 2JP	The Gas and Electricity Markets Authority Address
Phone Number 02890 529219	Phone Number
Email Address nirhi@detini.gov.uk	Email Address

2. Introduction and Background
<p>Certain functions are conferred on DETI under the Renewable Heat Incentive Scheme Regulations (Northern Ireland) 2012 (Non – Domestic NI Regulations) as amended by the Domestic Heat Incentive Scheme Regulations (Northern Ireland) 2014 (Domestic RHI Regulations). Non-Domestic Northern Ireland Renewable Heat Incentive (NI RHI) is a scheme run by DETI that provides financial support to non-domestic renewable heat generators and producers of biomethane who are based in Northern Ireland. Under Arrangements with DETI, made pursuant to section 114 of the Energy Act 2011, Ofgem exercise some of the NI RHI administrative functions on behalf of DETI and as a result Ofgem holds some information which DETI requires to perform its functions under the Non-Domestic NI Regulations.</p> <p>The primary objective for the NI RHI is to increase the uptake of renewable heat to ten percent by 2020. The ten percent target for renewable heat equates to 1.6TWh (or an additional 1.3 TWh when considering existing levels). This target was included in the Strategic Energy Framework and an interim target of four percent renewable heat by 2015 has been included in the Programme for Government.</p> <p>DETI administers the Domestic Northern Ireland Renewable Heat Incentive (Domestic RHI) but there are certain provisions in the Domestic RHI Regulations which are relevant to some of the conferred functions on Ofgem under the Arrangements, and as such DETI also hold certain relevant information.</p>

3. Purpose
<p>In the course of its operation of the NI RHI scheme, Ofgem collects and holds data supplied by applicants and participants and data generated in relation to administering the scheme for each application and installation. Some of the data held by Ofgem will include personal data within the meaning of the Data Protection Act 1998. Ofgem is the office of GEMA and ‘Ofgem’ and GEMA are used interchangeably in this document.</p> <p>DETI as the administrator of the Domestic RHI scheme collects and holds data supplied by domestic applicants and participants and data generated in relation to administering the Domestic scheme for each application and installation.</p>

The data sharing is to enable DETI to carry out its function to obtain a complete picture of Scheme measures which are: To fully monitor the rollout and progress of the Scheme, particularly the distributional impacts; To monitor its effectiveness in combining with other energy efficiency and demand reduction policies; To publish RHI official statistics; To further develop associated policies to meet carbon reduction targets; and to inform any evaluations. It also enables DETI to share information with GEMA necessary to enable GEMA to carry out the Conferred Functions and the Ancillary Activities under the Arrangements.

4. Legal Basis for Data Sharing

DETI has established a Non-Domestic RHI Scheme under section 113 of the Energy Act 2013 and the Renewable Heat Incentive Scheme Regulations (Northern Ireland) 2012 (Non – Domestic NI Regulations , as amended by the Domestic Heat Incentive Scheme Regulations (Northern Ireland) 2014 (Domestic RHI Regulations) (collectively referred to as “NI RHI Regulations” in this Data Sharing Protocol.

Section 114 of the Energy Act 2011 provides that DETI and the Gas and Electricity Markets Authority (GEMA) may enter into arrangements for GEMA to act on behalf of DETI for or in connection with the carrying out of any functions that may be conferred on DETI in respect of Northern Ireland (NI) RHI. DETI and GEMA signed an Administrative Arrangements document on 28th December 2012 for the administration of NI RHI. The Administrative Arrangements were amended in 2014 to provide for sharing of certain functions between DETI and GEMA. The Administrative Arrangements were renewed on 12th December 2014 to reflect recent legislative changes to the NI RHI Regulations. The Administrative Arrangements, as amended and renewed, are collectively referred to as “Arrangements” in this document.

Paragraph 3.2 of the Arrangements provides that GEMA will (a) provide DETI with (i) such information as is necessary to enable DETI to carry out in a proper manner the powers and duties imposed on DETI by regulations 47(1)(a) and 50; and (ii) such other information as DETI may reasonable request which GEMA may hold in relation to the Conferred Functions

Paragraph 4.1 of the Arrangement provides that DETI will share information with GEMA necessary to enable GEMA to carry out the Conferred Functions and the Ancilliary Activities in a proper manner. In doing so, DETI will comply with all relevant legislation and have respect for any personal or commercial confidentiality. Where DETI is made aware of such information it will notify GEMA that it holds the information and provide it to GEMA on request.

Ofgem’s ability to disclose information that it obtains is subject to section 105 or 105A Utilities Act 2000.

Section 105 provides that information which has been obtained under or by virtue of (section 100of the Energy Act 2008...) and which relates to the affairs of any individual or to any particular business shall not be disclosed during the lifetime of the individual or so long as the business continues to be carried on, except as provided in the remainder of that section.

Section 105A (1) applies to any information provided to the Authority

(a) for the purpose of enabling it to carry out its functions as designated regulatory authority for Great Britain; and

(b) by the designated regulatory authority for Northern Ireland or for another Member State (“the originating authority”) in accordance with Article 38(1) of the Electricity Directive or Article 42(1) of the Gas Directive.

Section 105(2) provides “subsection (1) does not apply to a disclosure made with the consent of the individual or the person for the time being carrying on the business”.

Section 105(A)(2) provides that Ofgem may disclose information to which section 105A applies only if—

- (a) the originating authority has confirmed in writing that the originating authority would be permitted to disclose the information in the circumstances in question; and
- (b) the Authority would be permitted under section 105 to disclose the information if it was received under or by virtue of an enactment listed in subsection (1) of that section.

Section 105(A) (1) applies whether the information is provided directly or indirectly by the originating authority.

NI RHI privacy statement which the applicants/participants consent to on accreditation states that Ofgem may use the information provided, or disclose it for various purposes, including to carry out Ofgem’s administrative functions in relation to the NI RHI scheme and to meet its legal obligations in relation to periodic provision of information to DETI. Additionally, it states that Ofgem may also be required to disclose to DETI information, including information on installations or participants and other personal information held, upon request by DETI, or to comply with legal obligations relating to the periodic provision of information to DETI. Where such information is provided to DETI in respect of large undertakings, details such as names, aid amount and intensity may also be passed onto the European Commission and published on their website.

Ofgem and DETI therefore have consider whether section 105 or 105A Utilities Act 2000 which prohibits disclosure of information received by Ofgem in exercise of its functions except in certain circumstances listed in those provisions applies. Section 105 or 105A Utilities Act does not apply to NI RHI as the information referred to in S.105 only cover the Great Britain regulations made under section 100 Energy Act 2008. Even if section 105 is engaged, consents by applicants / participants to the NI RHI privacy statement as stated above exempt application of section 105 .

Ofgem and DETI recognise that:

- (a) much of the data covered by these requests will be “personal data” for the purposes of the Data Protection Act 1998;
- (b) processing (and disclosure) of any personal data from applicants or participants under the Non-Domestic RHI scheme must be fully in accordance with, and subject to, the Data Protection Act 1998, and to relevant Data Protection Principles set out in that Act; and

It is noted that section 35(1) of the Data Protection Act 1998 provides that:

“(1) Personal data are exempt from the non-disclosure provisions where the disclosure is

required by or under any enactment ...”

DETI confirms that for the purposes of these formal requests, the “enactment” relied on for the purposes of section 35 of the Data Protection Act 1998 is section 114 of the Energy Act 2011 (EA 2011) which provides that DETI and the Gas and Electricity Markets Authority (GEMA) may enter into arrangements for GEMA to act on behalf of DETI for or in connection with the carrying out of any functions that may be conferred on DETI in respect of Northern Ireland (NI) RHI and the Arrangements made pursuant to the EA 2011 - as applicable and to be individually stated on each request.

It is further noted that section 27 of the Data Protection Act 1998 defines the non-disclosure provisions, and qualifies the scope and application of the exemption from their application.

DETI acknowledges that disclosure of data in response to these formal requests can only take place in compliance with and subject to the provisions of section 27 of the Data Protection Act 1998. DETI will not be requesting any sensitive personal data as defined in that Act.

It is noted that section 27 of the Data Protection Act 1998 qualifies the exemption in section 35 of that Act such that part of the first data protection principle (that data must be processed fairly), must still be met. Principles 6-8 of the DPA must also be met.

With respect to the Schedule 2 of the Data Protection Act 1998 condition for fair processing, Ofgem is required to meet its reporting obligations under the Arrangements , and it is also relevant that participants in the NI RHI scheme have been provided with a privacy notice as part of their application process, which specifically puts them on notice that information provided may be shared with DETI. For the purposes of the application of this test to DETI, DETI’s Schedule 2 condition for processing is condition 5(c) and 5(d), the requirement for performance of government/public functions and legitimate interest in ensuring applicants to the scheme get the best possible service and realise the maximum carbon savings.

The sixth data protection principle will be met. The contact information will be used for research on the scheme, but this will be voluntary for those contacted.

The seventh data protection principle will be met since the data will be held at the appropriate level of security for this data. This is covered in more detail in the Security and Assurance section below.

The eighth data protection principle will be met since the data will be stored on servers in the UK.

5. Organisations Involved

This data sharing will involve DETI and Ofgem only. DETI will become the data controller under the Data Protection Act 1998 upon receipt of the data from Ofgem.

6. Data to be Shared

Paragraph 3 of the Arrangements provides that GEMA will (a) provide DETI with:

- (i) such information as is necessary to enable DETI to carry out in a proper manner the powers and duties imposed on DETI by regulations 47(1)(a) and 50 NI RHI

- Regulations; and,
- (ii) such other information as DETI may reasonably request which GEMA may hold in relation to the conferred functions.

Ofgem will provide a monthly progress report which includes a snapshot of the 'non domestic RHI register' at month end for all records and any information that would enable DETI to carry out its duty of publication under regulation 51 NI RHI Regulations. The extract Ofgem supply from the RHI register should cover applicants whose applications were made up to the last working day of the calendar month.

The data that Ofgem will share with DETI and the frequency of the sharing are set out in Annex A. The data will cover information relating to the applicant or participant, the technology they have installed, the metering they have in place, the heat generated, payments made and some information recorded by Ofgem in relation to the accreditation processes. This will include, details of the names of NI RHI applicants and participants, their addresses (residential or commercial), telephone numbers and email addresses.

DETI will not require any sensitive personal data as defined by the Data Protection Act 1998 or information on applicants' bank account details.

DETI will share information with GEMA necessary to enable GEMA to carry out the Conferred Functions and the Ancillary Activities in a proper manner.

The data that DETI will share with Ofgem and the frequency of the sharing are set out in Annex B. The data will cover information relating to the applicant or participant and some information recorded by DETI in relation to the accreditation processes. This will include details of the addresses of Domestic RHI applicants and participants.

7. Requests for Information

In the event that either DETI or Ofgem receive a request for access to such information contained in the RHI register, then each party will respond to that request as required by law.

Where it involves data that has been shared under this Data Sharing Protocol, the parties will notify each other promptly of receipt of the request and co-operate as necessary to ensure it is addressed in accordance with relevant legislation.

This covers information requested under the Data Protection Act 1998, Freedom of Information Act 2000 and the Environmental Information Regulations 2004 as well as parliamentary questions.

8. Responsibilities of each party

- Ofgem will be the data controller for the personal data it holds as will DETI once it receives the personal data from Ofgem.
- Once the data has been transferred to DETI it becomes the responsibility of the relevant DETI Information Asset Owner.

- Both parties are responsible for ensuring they have organisational and technical measures in place to protect the information.
- Both parties will comply with the eight data protection principles in all their processing of the data.
- Ofgem has audit and quality assurance checks in place which will enable personal information to be recorded accurately. DETI may also conduct checks of data accuracy across the NI RHI Scheme. If either party identifies an error, Ofgem will investigate and amend the data appropriately, if required.
- The DETI Information Asset Owner will ensure that the data is recorded as an asset on his or her divisional Information Asset Register.
- Ofgem will continue to ensure that an appropriate Privacy Statement, advising on arrangements for fair processing and information sharing between Ofgem and DETI, is visible as part of the RHI application process).

9. Security

- Both parties will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss to, destruction of, or damage to, personal data.
- DETI will receive all personal data from Ofgem via secure GSI email.
- Upon receipt of the Scheme data, the respective DETI Information Asset Owner is ultimately responsible for its security.
- The data will be stored in DETI's electronic document and records management system with suitable restrictions applied to the relevant containers.
- Access to the RHI register will be restricted to designated members of staff who have a genuine business need to see the data.
- The number of designated members of staff able to access the RHI Register will be kept to a reasonable minimum.
- DETI will only publish aggregate results that meet the requirements of Principle 5 of the Code of Practice for Official Statistics² on confidentiality and in line with the Data Protection Act 1998.

10. Retention and Disposal

Ofgem and DETI will only keep the data for as long as required.. The DETI Informaiton Asset Owner will ensure that specific reference to the data is made in the DETI retention and disposal schedule.

When the retention period has expired, DETI will ensure that the data is destroyed in line with departmental procedures or retained for historical preservation if requested by the Public Record Office of Northern Ireland.

11. Data Breach / Data Loss

In the event any data shared is breached or lost, the relevant Data Controller will instigate an investigation in line with its organizational policy and procedures. Within DETI, responsibility for this will rest with the relevant Information Asset Owner.

12. Review / Termination of Data Sharing Protocol

This Data Sharing Protocol will come into effect on the date of signature by both parties and

² <http://www.statisticsauthority.gov.uk/assessment/code-of-practise/index.html>

will expire when the delivery and evaluation of the NI RHI scheme ends or when the Arrangement is terminated.

It will be reviewed by DETI and Ofgem;

- after amendment to the Arrangements
- after any regulation changes
- as required
- where there are new and additional requests for data
- to ensure it is up to date and does not need further amendment to reflect changes to the scheme.

The effectiveness of this agreement will be assessed after 6 months, or in the event of a breach of the terms of this agreement, or any statutory obligation which relates to the transferred data by either party, whichever occurs soonest, and then every 6 months thereafter until the agreement is terminated.

Either party may terminate this agreement by giving at least three months' notice in writing to the other party at any time.

Any proposed changes to the timing or content of the data to be shared will be agreed in writing between the signatories below (or their successors) and the appropriate Annex will then be updated.

This agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this agreement. However both parties will endeavour to comply with the provisions of this agreement .

14. Signatures	
<p>DETI</p> <p>Stuart Wightman (Information Asset Owner) Energy Division</p> <p><i>S. Wightman</i></p> <p>..... Date 9 February 2015</p>	<p>Gas and Electricity Markets Authority</p> <p>Xxxxx Xxxx, GEMA</p> <p>..... Date</p>

ANNEX A

This annex contains the details of the NI Non-Domestic RHI data required. This information is requested from Ofgem by DETI under the "Arrangements".

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
RHI reference number			Alphanumeric			Monthly	
Business name	What is the name of the business applying for RHI	Provide the trading name of the business applying	Alphanumeric	Free Text Max character length of 50 characters		Monthly	Section 114 of the Energy Act 2011 (EA 2011) and arrangements made pursuant to the EA 2011. Also Regulation 51 of the Renewable Heat Incentive Scheme Regulations (Northern Ireland) 2012
Building Number	What is the name of the building in which the RHI is being applied for (if applicable)?	Provide the number of the building (if applicable)	Alphanumeric	Free Text Max character length of 50 characters	"Like" match against CapScan	Monthly	Ditto
Building Name	Where relevant, what is the name of	Provide the name of the building (if applicable)	Alphanumeric	Free Text	"Like" match against	Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
	the building in which the RHI is being applied for?			Max character length of 100 characters	CapScan		
Flat Name/ Number	Where relevant, what is the name or number of the flat in which the RHI is being applied for?	Provide the name or number of the Flat (if applicable). The word 'Flat' should be entered where appropriate (e.g. Flat 1)	Alphanumeric	Free Text Max character length of 50 characters	"Exact" Match against CapScan If a flat name or number is available it must be provided	Monthly	Ditto
Street Name	What is the name of the street on which the premises is located?	Provide the name of the street on which the premises the measure was installed in is located	Alphanumeric	Free Text Max character length of 50 characters	"Like" match against CapScan	Monthly	Ditto
Town	What is the name of the town or city in which the premises is located?	Provide the town in which the premises the measure was installed in is located (where relevant)	Alphanumeric	Free Text Max character length of 50 characters	"Like" match against CapScan	Monthly	Ditto
Postcode	What is the post code for the premises?	Applicants should provide the full Royal Mail postal code corresponding to the address provided	Alphanumeric & 'Space'	AN NAA ANN NAA AAN NAA AANN NAA ANA NAA AANA NAA	"Exact" Match against CapScan. (Postcodes with and without	Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
					spaces will be accepted) Max character length of 10 characters Ofgem's system cannot accept this data unless it is notified in accordance with the accepted format (set out in the column to the left). Where this data is provided in a format other than the accepted format the attempt to notify the measure will fail		
Company telephone			Alphanumeric			Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
number							
Name of individual			Alphanumeric			Monthly	Ditto
Email address			Alphanumeric			Monthly	
Industrial classification (SIC)	What is the main industrial classification of the business applying	Provide a description of the main business functions in order to allow grouping in standard industrial classifications	Alphabetic List Value		Only entries corresponding to the list will be accepted	Monthly	Ditto
Industrial classification (SIC) of RHI recipient							
Planned use of heat	What is the main purpose for the RHI technology	to determine use for space, water heating or process heating	Alphabetic List Value	Space heating; water heating; process heating etc.	Only entries corresponding to the correct format will be accepted	Monthly	Ditto
Technology Type	Which measure was installed at the premises identified above?	This describes the technology type installed at a property (each measure installed at a property is to be reported as a separate row)	Alphabetic List Value		Only entries corresponding to the list will be accepted	Monthly	Ditto
Product Name	What is the Manufacturers Product name?	Holds the name of the product.	Alphanumeric	Free Text Max character		Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
				length of 100 characters			
Total Installed capacity	What is the design capacity of the installed technology	Total installed capacity for the installation	Numeric	In kW		Monthly	Ditto
Design efficiency (in use)		to understand the impact on fuel bills				Monthly	Ditto
Installation Commissioning Date		Date the RHI technology was signed off as fit to generate	Date	dd/mm/yyyy	this should be on or after the installation date but before heat was being generated	Monthly	Ditto
Date Application Submitted		This is the date the applicant submitted the application. aka Date of first submission	Date	dd/mm/yyyy		Monthly	Ditto
Date of most recent submission						Monthly	Ditto
Date accredited		This is the date that Ofgem accredited the application. aka Date of first approval	Date	dd/mm/yyyy	must be after application date	Monthly	Ditto
Date of most recent approval						Monthly	Ditto
Accreditation date		Date when an application is	Date	dd/mm/yyyy	must be before date	Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
		considered to have been properly made and met all eligibility criteria.			accredited and the same as or after the application submission date		
Application withdrawn	Has the application been withdrawn	Manually added "Withdrawn" in additional column if application is dormant and withdrawn for degression purposes instead of highlighting RHI numbers if they have been withdrawn	Alphabetic List Value	"Withdrawn" or blank		Monthly	Ditto
Application type		Whether a full or preliminary application	Alphanumeric			Monthly	Ditto
Application Status		Whether an applications has been approved, is with applicant , is in review with Ofgem or have been rejected etc.	Alphanumeric			Monthly	Ditto
Accreditation status		Whether an application has been accredited, is still pending, been withdrawn etc.	Alphanumeric			Monthly	Ditto
Reason for application rejected		Already provided by Ofgem	Alphabetic List Value			Monthly	Ditto
Tariff name		Technology name and size ass set out in table 1 column 1 of schedule	Alphanumeric			Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
		3 in regulation					
Starting Tariff Rate		tariff given to applicant for first payment	Alphanumeric			Monthly	Ditto
Current Tariff Rate		tariff given following any RPI increases or degression reductions	Alphanumeric			Monthly	Ditto
Grant Status		Whether a grant was received and if so whether it was repaid. E.g. No grant, grant not repaid, grant repaid, grant offset	Alphanumeric			Monthly	Ditto
Nox. emissions value						Monthly	Ditto
PM emissions value						Monthly	Ditto
Is this a CHP installation?			Alphabetic List Value	Yes/No		Monthly	Ditto
MCS Certificate Number			Alphanumeric			Monthly	Ditto
Installation MCS or EN45011			Alphanumeric			Monthly	Ditto
District Heating			Alphabetic List Value	Yes/No		Monthly	Ditto
Onsite Heat Use (%)		Installations connected to District Heating only	Numeric			Monthly	Ditto
Offsite Heat Use (%)		Installations connected to District Heating only	Numeric			Monthly	Ditto
Number of Properties		Installations connected to District Heating only	Numeric			Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
Served by DH							
Separate Meters for DH Properties		Installations connected to District Heating only	Alphabetic List Value	Yes/No		Monthly	Ditto
DH network temperature (degC)		Installtions connected to District Heating only	Numeric			Monthly	Ditto
DH Expansion Likely		Installtions connected to District Heating only	Alphabetic List Value	Yes/No		Monthly	Ditto
Capital Costs			Numeric	£		Monthly	Ditto
Non-Direct Costs			Numeric	£		Monthly	Ditto
ESCO Type		Whether public or private				Monthly	Ditto
New build / Retrofit						Monthly	Ditto
Back-Up Boiler Used			Alphabetic List Value	Yes/No		Monthly	Ditto
Type of Back-Up Boiler						Monthly	Ditto
Size of Back-Up Boiler			Numeric			Monthly	Ditto
State Aid - Large Org.			Alphabetic List Value	Yes/No		Monthly	Ditto
WID Regulated			Alphabetic List Value	Yes/No		Monthly	Ditto
System Type Replaced			Alphanumeric			Monthly	Ditto
Number of Systems Replaced			Numeric			Monthly	Ditto
Capacity of			Numeric	kwh		Monthly	Ditto

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
replaced Installation							
Number of Hot Water Meters			Numeric			Monthly	Ditto
Number of Steam Meters			Numeric			Monthly	Ditto
Amount of heat generated			Numeric	in kwh		Monthly	Ditto
Amount of money paid			Numeric	in £s		Monthly	Ditto
Applicant's stated estimated hours of operation each week			Numeric	In hours		Monthly	Ditto
Boiler manufacturer			Alphanumeric	Free text			
Boiler model			Alphanumeric	Free text			
Capacity of replaced Installation			Numeric	kwh		Monthly	
Application effective date		This is the date from when applicant is eligible to receive payment from.					

ANNEX B

This annex contains the details of the NI Non-Domestic RHI data required. This information is requested from DETI by Ofgem under the “Arrangements”, in relation to the Domestic RHI scheme.

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
Building Number	What is the name of the building in which the Domestic RHI is being applied for (if applicable)?	Provide the number of the building (if applicable)	Alphanumeric	Free Text		Weekly	
Building Name	Where relevant, what is the name of the building in which the Domestic RHI is being applied for?	Provide the name of the building (if applicable)	Alphanumeric	Free Text	"	Weekly	Section 114 of the Energy Act 2011 (EA 2011) and arrangements made pursuant to the EA 2011. Also Regulation 51 of the Renewable Heat Incentive Scheme Regulations (Northern Ireland) 2012
Flat Name/ Number	Where relevant, what is the name or number of the flat in which the Domestic RHI is being applied for?	Provide the name or number of the Flat (if applicable). The word 'Flat' should be entered where appropriate (e.g. Flat 1)	Alphanumeric	Free Text		Weekly	

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
Street Name	What is the name of the street on which the premises is located?	Provide the name of the street on which the premises the measure was installed in is located	Alphanumeric	Free Text		Weekly	
Town	What is the name of the town or city in which the premises is located?	Provide the town in which the premises the measure was installed in is located (where relevant)	Alphanumeric	Free Text	"	Weekly	
Postcode	What is the post code for the premises?	Applicants should provide the full Royal Mail postal code corresponding to the address provided	Alphanumeric & 'Space'	AN NAA ANN NAA AAN NAA AANN NAA ANA NAA AANA NAA	"Exact" Match against CapScan. (Postcodes with and without spaces will be accepted) Max character length of 10 characters Ofgem's system cannot accept this data unless it is notified in accordance with the	Weekly	

Data	Question	Information	Data Field Type	Accepted Format	Validations	Frequency	Power to provide information
					accepted format (set out in the column to the left). Where this data is provided in a format other than the accepted format the attempt to notify the measure will fail		
Application type		Whether a full or preliminary application	Alphanumeric			Weekly	Ditto
Application Status		Whether an applications has been approved, is with applicant , is in review with Ofgem or have been rejected etc.	Alphanumeric			Weekly	Ditto
Accreditation status		Whether an application has been accredited, is still pending, been withdrawn etc.	Alphanumeric			Weekly	Ditto

To: Gareth John[Gareth.John@ofgem.gov.uk]; Edmund Ward[Edmund.Ward@ofgem.gov.uk]; Teri Clifton[teri.clifton@ofgem.gov.uk]
Cc: Omolade Barker[Omolade.Barker@ofgem.gov.uk]; Marc Tischler[Marc.Tischler@ofgem.gov.uk]; Sarah Russell[Sarah.Russell@ofgem.gov.uk]
From: Atika Ashraf
Sent: 2015-02-10T18:32:00Z
Importance: Normal
Subject: Signed DSP DETI
Received: 2015-02-10T18:32:01Z
[Signed DSP DETI.pdf](#)

Dear all,

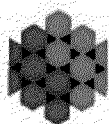
Please note that Chris signed the DSP for DETI today, so it is now in effect - meaning we can share data the same way we do for DECC.

Going forward, I've spoken to Marc T and he has kindly agreed to own this document going forward, as well as manage the data sharing requirements. He will contact DETI to confirm the process for sharing data etc on a monthly basis as specified in the DSP.

Marc will also need a GSI login - Sarah, is this something that you can arrange?

Thanks all,

Atika



Department of
**Enterprise, Trade
and Investment**
www.deti.ni.gov.uk

ofgem

ofgem E-Serve

Data Sharing Protocol

between

**Energy Efficiency Branch,
Department of Enterprise, Trade and
Investment (DETI)**

and

**The Gas and Electricity Markets
Authority (GEMA)¹**

¹ Ofgem is the office of GEMA and 'Ofgem' and 'GEMA' are used interchangeably in this document.