

To: Michelle Murdoch[Michelle.Murdoch@ofgem.gov.uk]
Cc: Morag Drummond[Morag.Drummond@ofgem.gov.uk]; Keith Avis[Keith.Avis@ofgem.gov.uk]
From: Marcus Porter
Sent: 2013-01-16T13:28:43Z
Importance: Normal
Subject: RE: GB RHI privacy policy
Received: 2013-01-16T13:28:46Z

Michelle

They shouldn't be *amalgamated* as they are separate docs in separate application forms and relate to data supplied pursuant to two different schemes, notwithstanding that they serve the same purpose and are very similarly worded.

Marcus

From: Michelle Murdoch
Sent: 16 January 2013 13:11
To: Marcus Porter
Subject: RE: GB RHI privacy policy

Yes, I meant IT go live. Appreciate that it is applicable beforehand also – just wanted to make sure it was amalgamated into the GB version (if that is the best way of doing it) before we had NI on the live register. Sorry if I muddied the waters! Will await your update.

Cheers

Michelle

From: Marcus Porter
Sent: 16 January 2013 12:24
To: Michelle Murdoch; Barbara Appleby
Cc: Keith Avis; Sarah Russell; Morag Drummond
Subject: RE: GB RHI privacy policy

Sorry Michelle. I don't quite follow your reference to "go live". Do you mean IT go live? If so I perhaps ought to emphasise that the advice I gave yesterday is applicable both while we are taking paper applications and later once the system is fully up and running electronically. Either way, the function of a privacy policy is the same.

I've already suggested what changes need to be made to the existing NI policy to bring it into line with modifications to the GB one that were made last year.

As to your last question, I have spoken to Keith this morning and have said that I will be advising, hopefully today, in relation to the wider issue of what information we can disclose to DETI once someone has applied to join the scheme and applicant details is just one aspect of that so I shall sweep it up in that advice – which is likely to cross-refer to advice given last year on the GB scheme.

Marcus

From: Michelle Murdoch
Sent: 16 January 2013 11:41
To: Barbara Appleby
Cc: Keith Avis; Sarah Russell; Marcus Porter; Morag Drummond
Subject: RE: GB RHI privacy policy
Importance: High

Thanks Barbara,

Will go through Sarah next time. Keith – bearing in mind Barbara's reply, if applicants receive the policy upon creating their account on the register, perhaps we can amend the GB version with the NI additions and it will do for both? (at go live obviously). Marcus, legally would that work and also, if applicants receive the policy upon creating their account on the register, could we not share their info with DETI/DECC **before** they complete their applications also?

Kind Regards

Michelle

From: Barbara Appleby
Sent: 16 January 2013 11:21
To: Michelle Murdoch
Cc: Keith Avis; Sarah Russell
Subject: RE: GB RHI privacy policy

Hi Michelle

Happy to help, there is a link to the 'privacy policy' on the register which takes applicants to this page (talks about cookies, sessions etc); <http://www.ofgem.gov.uk/CustomPages/Pages/PrivacyPolicy.aspx>

Otherwise the external applicants receive the full terms and conditions (which includes the privacy policy) upon creating their account on the register, annual declarations and possibly within approval/rejection letters (however confirm this with Lindsay as I cannot remember the last point).

FYI: Sarah Russell has taken over my old position now so she will be able to help you if you have any further queries

Kind Regards

Barbara a

From: Michelle Murdoch

Sent: 16 January 2013 10:52

To: Barbara Appleby

Cc: Keith Avis

Subject: GB RHI privacy policy

Good Morning Barbara,

Apologies for this intrusion as I know you are now in a new role. Am coming through to you as Cheryl Personal Information the matter is rather urgent and I know you will know the answer!

We are putting together a privacy policy for NI like the GB one (it basically gives us permission from the applicant to share their details with DETI).

Am aware that GB applicants must have sight of it at some point when filling in the application form online, however do not know where it slots in. Could you provide me with the answer? I need to ensure that once the privacy policy is signed off for NI, it will be put in the same place. If you cannot answer my question, could you point me in the direction of someone who can?

Thanks in advance and hope you are enjoying your new life!

Kind Regards

Michelle

Michelle Murdoch

NI RHI Operations Manager

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