

**To:** Karen Wood[Karen.Wood@ofgem.gov.uk]  
**From:** Teri Clifton  
**Sent:** 2014-02-12T13:13:44Z  
**Importance:** Normal  
**Subject:** FW: Proposal for DETI email  
**Received:** 2014-02-12T13:13:44Z

Hi Karen

Can you let me know if we are likely to be sending this soon. I mentioned it to DETI today and they were keen to know a ballpark figure of costs when we send it.

Thanks  
Teri

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**From:** Teri Clifton  
**Sent:** 27 January 2014 15:06  
**To:** Karen Wood  
**Cc:** Jacqueline Balian  
**Subject:** Proposal for DETI email

Hi Karen

A few amendments to consider:

**Proposed draft for DETI email**

You have recently requested contact information for NI RHI scheme participants. We have not been able to provide this data within the timeframe you set out and our key reason for this is in relation to ensuring that the proper Data Protection Act principles have been fully considered given that your request is for personal data.

We will consider your request for this data and feel that the correct approach to deal with this is through a formal data sharing protocol. With this protocol, we will be able to consider your data request and progress to conclude this to an outcome that is satisfactory to DETI.

For your information and reference I am attaching a copy of a recent data sharing protocol agreed with DECC which considered a similar data request. The key information that is required should cover:

- The detail of the personal data required
- The justification and purpose for requiring the personal data
- The legal basis on which the data is requested which should include reference to any relevant regulations, primary legislation and application of the Data Protection Act 1998 and its associated provisions and principles. (This should also cover any provisions set out in the Administrative Arrangements relating to sharing of data.)
- Security of the data including transfer and how this will be held by DETI. (This should cover where this information will be stored within DETI and procedure for transferring the data. Our procedure for transferring this data to DECC uses a secure portal and we will need to be satisfied of the security arrangements for transfer of any similar data to DETI.)
- Assurance and accuracy of the data
- Ownership of the personal data and procedure if there is a data loss or breach notification

Any data sharing protocol agreed with yourselves will need to be reviewed by our designated lawyer. We would be grateful for your views on whether you would be happy for us to obtain legal advice to progress your request, and that you would be happy to bear the cost of this.

In terms of providing you with a timetable to progress a data sharing protocol we would be grateful if you could confirm you are content with this approach. We will then make the necessary arrangements and provide you with a point of contact within Ofgem who will help co-ordinate and progress this work.

Give me a shout if you'd like to discuss further

Thanks  
Teri

**Teri Clifton**

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