
Data Access

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SCHEDULE 12

Data Access

Version: 3.2

Effective Date:

06 December 2023

| | |
|--|---|
| Domestic Suppliers | Mandatory |
| Non-Domestic Suppliers | Mandatory |
| Gas Transporters | Mandatory |
| Distribution Network Operators | Mandatory |
| DCC | N/A |
| Metering Equipment Managers | Mandatory |
| Non-Party REC Service Users | Mandatory for Enquiry Service Users |

Change History

| Version Number | Implementation Date | Reason for Change |
|----------------|---------------------|--|
| 0.1 | N/A | Version for Summer 2020 publication |
| 0.2 | N/A | Version for December 2020 consultation |
| 0.3 | N/A | Incorporating respondents' comments |
| 0.4 | N/A | Revisions made as part of CR-D092 |
| 1.1 | N/A | Initial version for Spring 2021 Switching Consultation |
| 2.0 | 1 September 2021 | Revisions made as part of CR-D101 |
| 2.2 | 31 January 2022 | R0012 |
| 3.0 | 18 July 2022 | Switching SCR Modification R0041 |
| 3.1 | 4 November 2022 | R0022 R0036 |
| 3.2 | 06 December 2023 | R0118 |

1 Introduction

1.1. This [REC Schedule](#):

- (a) sets out how to become an [Enquiry Service User](#);
- (b) describes the [Data Access Matrix](#) which governs the data that each [Enquiry Service User](#) can access;
- (c) describes the purposes for which [Enquiry Service Users](#) are authorised to use

the data accessed via the [Enquiry Services](#);

(d) defines the terms of use associated with data accessed via the [Enquiry Services](#); and

(e) sets out obligations on [Energy Suppliers](#), [Distribution Network Operators](#), [Gas Transporters](#) and [Metering Equipment Managers](#) to make data available so that it can be accessed through the [Enquiry Services](#).

1.2. This [REC Schedule](#) should be read in conjunction with the [EES Service Definition](#) and GES Service Definition which define the service being delivered by the [Electricity Enquiry Service](#) and [Gas Enquiry Service](#), including the means by which data is made available to [Enquiry Service Users](#).

1.3. [RECCo](#) shall contract with one or more [REC Service Providers](#) for provision of [Enquiry Services](#) consistent with the description set out in the [EES Service Definition](#) and the GES Service Definition. Where necessary, [RECCo](#) shall exercise its rights under the service provider contract(s) to ensure that the contract(s) remain consistent with the [EES Service Definition](#) and the GES Service Definition.

1.4. Each [Energy Supplier](#), [Distribution Network Operator](#) and [Gas Transporter](#) shall take all steps within its control to ensure that [RECCo](#) complies with its obligations under Paragraph 1.3.

2 Provision of Data to the [Enquiry Services](#)

2.1. Each [Electricity Retail Data Agent](#) shall provide updates to the [Electricity Enquiry Service Provider](#), in the format specified within the [Data Specification](#), upon completion of [ERDS Total Daily Processing](#).

2.2. Each electricity [Metering Equipment Manager](#) shall make data available to the relevant [Electricity Retail Data Agent](#) as described in the [Metering Operations Schedule](#).

2.3. The [Gas Enquiry Service](#) has a logical interface with the gas [Central Data Service](#). Data received by the [Gas Central Data Service](#), in accordance with the [UNC](#) and [IGT UNC](#), will be made available to the [Gas Enquiry Service](#) where specified in the [Data Access Matrix](#).

2.4. Each gas [Metering Equipment Manager](#) shall make data available to the [Gas Central Data Service](#) as described in the [Metering Operations Schedule](#).

3 Provision of [Enquiry Services](#)

3.1. [RECCo](#) shall ensure that the [Enquiry Service Providers](#) provide each [Enquiry Service User](#) with access to the [Data Items](#) held in the [Enquiry Services](#), subject to and in

accordance with this [REC Schedule](#) and (in the case of each [Enquiry Service User](#) which is not a [Party](#)) it's [Access Agreement](#).

- 3.2. [RECCo](#) shall ensure that the [Enquiry Service Providers](#) only permit each [Enquiry Service User](#) to access [Data Items](#) which that [Enquiry Service User](#) is authorised to access, as set out in the [Data Access Matrix](#).
- 3.3. Data shall be made available to [Enquiry Service Users](#) through various means including a web portal, APIs and reports. Conditions may be placed on the access to data via these different means, as set out in this [REC Schedule](#), the [Data Access Matrix](#) and / or the [Electricity Enquiry Service \(EES\) Service Definition](#) or [Gas Enquiry Service \(GES\) Service Definition](#).
- 3.4. The data sets available via the web portal and API service shall be provided in the format prescribed in the [Data Specification](#). Data may be provided to [Enquiry Service Users](#) via bilateral commercial agreements with [RECCo](#), in accordance with Paragraph 13.
- 3.5. Charges for the provision of standard access to data through the [Enquiry Services](#) are set out in the [REC Charging Statement](#) and in accordance with the [REC Charging Methodology](#). Different charges may be charged for different categories of [Enquiry Service User](#), as described in the [REC Charging Statement](#). Charges for the bilateral commercial agreements described in Paragraph 13 will be agreed on a bilateral basis.
- 3.6. [RECCo](#) gives no representation or warranty as to the accuracy or completeness of the data made available via the [Enquiry Service Data](#).
- 3.7. Regulatory responsibility for the accuracy of [Enquiry Service Data](#) rests with the [Data Master](#) for each [Data Item](#) as set out in the [Data Specification](#). Without prejudice to the powers of the [REC Performance Assurance Board](#), no [Enquiry Service User](#) shall have any claim against the relevant [Data Master](#) regarding the accuracy or completeness of the [Enquiry Service Data](#).

4 Data Access Matrix

- 4.1. The [Data Access Matrix](#) sets out the [Data Items](#) that each [Enquiry Service User](#) can access.
- 4.2. The [Data Access Matrix](#) forms part of the [Data Specification](#). The [Code Manager](#) is responsible for managing updates to the [Data Access Matrix](#) in accordance with Paragraphs 8 and 9.
- 4.3. The [Enquiry Service User Categories](#), shall be maintained in the [Data Access Matrix](#)
- 4.4. For each [Enquiry Service User Category](#), the [Data Access Matrix](#) must specify:

- (a) the [Data Item](#)(s) (if any) which an [Enquiry Service User](#) may access for all [RMPs](#) (known as 'Community View'); and
 - (b) the [Data Item](#)(s) (if any) which an [Enquiry Service User](#) may access for an [RMP](#) only if it has a specified responsibility for that [RMP](#) (known as 'Portfolio View').
- 4.5. The [Data Access Matrix](#) may include other conditions, where applicable.
- 4.6. The [Code Manager](#) shall publish the [Data Access Matrix](#), and any changes to it, on the [REC Portal](#).
- 4.7. Where a [Non-Party REC Service User](#) applicant wishes to become an [Enquiry Service User](#) and requests access to only a sub-set of the data to which its [Enquiry Service User Category](#) is ordinarily permitted access (in accordance with the [Data Access Matrix](#)), then:
- (a) the [Code Manager](#) may (at its discretion) opt to assess the applicant only in respect of the sub-set of data (and Paragraph 6 and the [Qualification and Maintenance Schedule](#) shall apply accordingly, including in respect of maintaining Qualification); and,
 - (b) if the [Code Manager](#) does opt to assess the applicant only in respect of such a sub-set of data, then the [Enquiry Service User](#)'s access shall be limited to that same sub-set of data, and this restriction shall be documented in its [Access Agreement](#) (notwithstanding the access rights that would ordinarily apply in accordance with the [Data Access Matrix](#)), but without prejudice to the [Enquiry Service User](#)'s ability to apply for access to a wider set of data.

5 Purpose of Access

- 5.1. Each [Enquiry Service User](#) shall only access data in accordance with the terms of use set out in this [REC Schedule](#).
- 5.2. Each [Enquiry Service User](#) is authorised to access data via the [Enquiry Services](#), and to use that data, only for the specific purpose described in this Paragraph 5. No [Enquiry Service User](#) shall access data via the [Enquiry Services](#) for any other purpose, and no [Enquiry Service User](#) shall use the data accessed via the [Enquiry Services](#) for any other purpose.
- 5.3. The authorised purpose for each category of [Enquiry Service User](#) is permitted to access and use the [Enquiry Service Data](#) is as described in the [Data Access Matrix](#), subject to any bilateral agreements as referred to in Paragraphs 4.6 or 13.
- 5.4. Any access of data via the [Enquiry Services](#), and/or use of data obtained via the

[Enquiry Services](#), otherwise than in accordance with this [REC Schedule](#) shall be a material breach of this [Code](#), which may lead to an [Event of Default](#).

6 Confidentiality and Data Protection

- 6.1. Each [Enquiry Service User](#) shall keep the data it obtains via the [Enquiry Services](#) confidential in accordance with Clause 18 (Confidentiality) of the main body of this [Code](#), save to the extent that disclosure is strictly necessary to achieve the purpose authorised by Paragraph 5.
- 6.2. It is acknowledged that some of the data obtained via access to the [Enquiry Services](#), constitutes [Personal Data](#).
- 6.3. It is acknowledged that each [Enquiry Service User](#) acts as an independent [Data Controller](#) in relation to the data that it accesses via the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#). Clause 19 (Data Controller Obligations) of the main body of this [Code](#) shall therefore apply.

7 Becoming an [Enquiry Service User](#)

- 7.1. Each [Energy Supplier](#), [Distribution Network Operator](#), [Gas Transporter](#) and [Metering Equipment Manager](#) is entitled to become an [EES User](#) and/or [GES User](#) (as applicable to its [Market Role](#)) by virtue of being a [Party](#). Each such [Party](#) shall [Qualify](#) (and remain [Qualified](#)) as an [Enquiry Service User](#) in accordance with the [Qualification and Maintenance Schedule](#)¹.

¹ In practice, access to the [Enquiry Services](#) may be granted prior to the organisation becoming [Qualified](#) in a particular [Market Role](#), to support testing activities undertaken during the Entry Assessment Process.

- 7.2. An [Enquiry Service User](#) that is not a [Party](#) must have an [Access Agreement](#) in place with [RECCo](#), and must have completed the required [Information Security and Data Protection Assessment](#) activities in accordance with the [Qualification and Maintenance Schedule](#), before the [Enquiry Service User](#) can access the [Enquiry Services](#) or receive EES Data in accordance with Paragraph 13.
- 7.3. Individuals or organisations (not being [Parties](#)) which wish to become an [Enquiry Service User](#) should apply to the [Code Manager](#) via the [REC Portal](#). The [Code Manager](#) shall agree a plan for meeting any on-boarding requirements set out in the [Qualification and Maintenance Schedule](#).
- 7.4. Each application will be assessed by the [Code Manager](#) in accordance with a process approved by the [REC Board](#) and published on the [REC Portal](#). This may include consultation with stakeholders. The [Code Manager](#) shall, based on its assessment of the criteria, decide if the application should be approved or rejected

recommend to the [REC PAB](#) (with supporting rationale) whether the application should be approved or rejected and arrange for the [REC PAB](#) to determine whether to approve the application. The [Code Manager](#) will inform the applicant regarding the outcome of the application, including the [REC PAB](#)'s rationale for any rejection. The criteria may differ for each application, and shall (as a minimum) cover:

- (a) applicant identity validation;
- (b) confirmation that the applicant meets the characteristics expected for the requested to be an [Enquiry Service User](#); and
- (c) confirmation that the [Data Items](#) to which access is requested are consistent with those permitted in the [Data Access Matrix](#) or are otherwise approved by the [REC Board](#); and

7.5. Where an applicant disagrees with the decision to reject its application, the applicant may appeal that decision to the [REC Performance Assurance Board](#) by submitting an appeal to the [Code Manager](#) (using the proforma provided for this purpose on the [REC Portal](#)). Any appeal made to the [REC Performance Assurance Board](#) by an applicant must specify the reasons for such an appeal.

8 Adding or Removing a [Data Item](#) in the [Data Access Matrix](#)

8.1. The [Code Manager](#) shall ensure that all [Data Items](#) defined in the [Data Specification](#) could be covered by the [Data Access Matrix](#), and that the access rights permitted by the [Data Access Matrix](#) are consistent with the [Data Access Principles](#).

8.2. The [Code Manager](#) shall include, within the [Data Access Matrix](#), rules for accessing any new [Data Items](#) added to the [Data Specification](#).

8.3. The [Code Manager](#) shall raise and manage proposals to add or remove [Data Items](#) from the [Data Access Matrix](#), in accordance with the [Change Management Schedule](#), to be assessed against the [Data Access Principles](#) and the charging arrangements described in Paragraph 3.5.

8.4. The [Data Access Matrix](#) is a [Category 3 Product](#). As such, proposals to add or remove a [Data Item](#) to or from the [Data Access Matrix](#) are subject to the approval of the applicable [Responsible Provider](#). Before submitting the proposal to the applicable [Responsible Provider](#) the [Code Manager](#) must consult with all relevant organisations, including the [Data Master](#)(s) for the [Data Item](#) in question; provided that, in instances where the [Data Item Meta Data Owner](#) is a body under another [Energy Code](#), the [Code Manager](#) may agree with that body that it will consult with the relevant [Data Master](#)(s).

8.5. As soon as possible after a proposal has been approved, the [Code Manager](#) shall

publish an updated [Data Access Matrix](#) on the [REC Portal](#), providing information on the date from which the change will become effective, and inform the [EES Provider](#) or the [GES Provider](#) (as applicable).

9 Adding a new [Enquiry Service User Category](#) to the [Data Access Matrix](#)

9.1. Where the [Code Manager](#) receives an application that does not conform to the characteristics of an existing [Enquiry Service User Category](#), the [Code Manager](#) shall:

- (a) consider the proposal against the [Data Access Principles](#);
- (b) where necessary, consult with all relevant organisations, including the [Data Master\(s\)](#) for each [Data Item](#) that is proposed to be accessible to the new category of [Enquiry Service User](#) (or, in instances where the [Data Item Meta Data Owner](#) is a body under another [Energy Code](#), the [Code Manager](#) may agree with that body that it will consult with the relevant [Data Master\(s\)](#));
- (c) develop the proposed criteria to be used in assessing an application to become an [Enquiry Service User](#) for this new [Enquiry Service User](#) user in accordance with Paragraph 7.4;
- (d) develop the proposed approach for delivering assurance to mitigate risks relating to information security and data protection for this new category;
- (e) identify the purpose for which [Enquiry Service Users](#) in this new category should be entitled to access and use data from the [Enquiry Services](#); and submit the application to the [Responsible Provider](#) for approval.

9.2. As soon as possible after an application has been approved, the [Code Manager](#) shall introduce a new category of [Enquiry Service User](#) into the [Data Access Matrix](#); publish the updated [Data Access Matrix](#) on the [REC Portal](#), providing information on the date from which the change will become effective; and inform the [EES Provider](#) and/or [GES Provider](#) (as applicable).

10 Provision of Access to [Non-Domestic Consumers](#)

10.1. Access to data for each [Non-Domestic Consumer](#) shall be limited to data relating to [RMPs](#) for premises included at which it is (or its [Affiliates](#) are) the occupier.

10.2. In order to gain access, a [Non-Domestic Consumer](#) shall follow the process set out in the gas and / or electricity [Non-Domestic Consumer User Guide](#).

10.3. The [EES Provider](#) shall validate (and at reasonable intervals re-validate) the [Non-Domestic Consumer's](#) association with each [Metering Point](#) by requesting validation from the relevant [Energy Supplier](#) in accordance with the electricity Non-Domestic

Consumer User Guide.

- 10.4. The [GES Provider](#) shall validate the [Non-Domestic Consumer](#)'s association with each [Supply Meter Point](#) on an ongoing basis using data linked to the relevant [Shipper](#), in accordance with the gas [Non-Domestic Consumer User Guide](#).
- 10.5. A [Non-Domestic Consumer](#) may add or remove [RMPs](#) from its portfolio at any time in accordance with the [Non-Domestic Consumer User Guide](#) (additions being subject to validation).

11 Terms of Use

- 11.1. Each [Enquiry Service User](#) shall (and shall ensure that its [Authorised Persons](#)) only use the [Enquiry Services](#) for the purpose permitted in accordance with Paragraph 5.
- 11.2. Except as authorised by Clause 18 (Confidentiality) of the main body of this [Code](#) and/or Paragraph 5, the [Enquiry Service User](#) shall not make available to any other person or publish or otherwise exploit, modify or create derivative works from or combined with any other material in whole or in part of the [Enquiry Service Data](#) that it may access via the [Enquiry Services](#) from time to time.
- 11.3. Each [Enquiry Service User](#) hereby undertakes that it will treat all [Enquiry Service Data](#) as confidential and further undertakes that it will limit access to and use of [Enquiry Service Data](#) on a strictly “need to know basis” for the purposes permitted in accordance with Paragraph 5 only.
- 11.4. Each [Enquiry Service User](#) shall:
- (a) limit access and use of the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#) to its individual [Authorised Persons](#) (and in the case of [Third Party Intermediary Service Providers](#), to [Third Party Intermediaries](#) with which it has commercial agreements) only, and supervise and control access to and use of the [Enquiry Services](#) by its [Authorised Persons](#) and authorised users in accordance with this [REC Schedule](#);
 - (b) take all necessary steps to ensure that its employees, agents and subcontractors do not act or omit to act in such a way that would cause the [Enquiry Service User](#) to breach this [REC Schedule](#);
 - (c) keep all security credentials safe, responding to any prompts to change the credentials and initiating change if a compromise is suspected;
 - (d) not display any part of the [Electricity Enquiry Service](#), [Gas Enquiry Service](#) or [Enquiry Service Data](#) on a public bulletin board, ftp (File Transfer Protocol) site, world wide web site, chat room or by any other unauthorised means;

- (e) ensure that its individual [Authorised Persons](#) are:
 - i. informed of and are contractually bound to safeguard the confidential nature of the [Enquiry Service Data](#) in accordance with this [REC Schedule](#); and
 - ii. competent in the use of the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#) prior to use of the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#) and understand the rights and obligations imposed in accordance with this [REC Schedule](#); and
- (f) have the business controls in place that are necessary to ensure compliance with this [REC Schedule](#).

11.5. No [Enquiry Service User](#) shall:

- (a) knowingly introduce to the [Enquiry Services](#) any viruses, Trojans, worms, logic bombs or other material that is malicious or technologically harmful;
- (b) attempt to gain unauthorised access to the [Enquiry Services](#), the server on which the [Enquiry Services](#) are stored or any server, computer or database connected to the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#); or
- (c) attack the [Electricity Enquiry Service](#) and / or [Gas Enquiry Service](#) via a denial-of-service attack or a distributed denial-of service attack.

11.6. Each [Enquiry Service User](#) shall immediately notify the [Code Manager](#) if the [Enquiry Service User](#) becomes aware of any unauthorised or unlawful processing of, loss of, damage to, destruction or corruption of, or misuse of any [Enquiry Service Data](#), or of any security breach that could compromise the security or integrity of the [Electricity Enquiry Service](#), [Gas Enquiry Service](#) and/or the [Enquiry Service Data](#) or otherwise adversely affect the [Electricity Enquiry Service](#), [Gas Enquiry Service](#) or any one or more [Enquiry Service Users](#) (including that passwords have or are suspected to have been disclosed or obtained).

11.7. [RECCo](#) shall not be liable under or in connection with this [REC Schedule](#) for:

- (a) any delay or failure of an [Enquiry Service User](#) to receive or obtain (in each case in whole or in part) any [Enquiry Service Data](#);
- (b) any loss or damage substantially caused or contributed to by failure of any systems which interface with the [Enquiry Services](#), or receive [Enquiry Service Data](#) in accordance with Paragraph 13, and which cause any [Enquiry Service](#) performance or availability failure;
- (c) any corruption, omission, error, inaccuracy, incompleteness, unreliability, lack of

currency or lack of updating of or in any [Enquiry Service Data](#) provided, supplied, received or obtained pursuant to this [Code](#); or

(d) any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect the [Enquiry Service User's](#) computer equipment, computer programs, data or other proprietary material due to the [Enquiry Service User's](#) use of the [Enquiry Services](#) or to the [Users](#) use of or uploading of any [Enquiry Service Data](#).

(e) Volume Restrictions

11.8. For EES Users, each [Authorised Person](#) shall by default, be limited to a defined number of Metering Point searches per day, as defined in the [EES Service Definition](#). Once this limit has been reached, access to search and view data will be removed for the remainder of that day.

11.9. For [GES Users](#), there is no defined usage limit. The [GES Provider](#) may investigate excessive use if they believe this to be an indicator of potential misuse.

11.10. All API service users shall be allocated a certain number of requests per calendar month / year. The maximum number of requests that can be made for a given web service method is determined by the [Enquiry Service User's](#) service plan and can be extended via discussions with RECCo. Details of the associated bandings are available on the [REC Portal](#). Where the [Enquiry Service User](#) breaches its allocation, additional charges will be applied as set out in the Charging Statement.

12 Misuse of Data

12.1. Access to and use of the [Enquiry Services](#) and [Enquiry Service Data](#) shall be monitored by the [Code Manager](#), and any activity that raises concerns as to the intent of an individual or group of users shall be escalated to the [REC Performance Assurance Board](#).

12.2. Where any suspected use of the [Enquiry Services](#) or [Enquiry Service Data](#) in breach of this [REC Schedule](#) comes to the attention of the [Code Manager](#), the [Code Manager](#) shall investigate such suspected misuse and, where appropriate, report its findings to the [REC Performance Assurance Board](#).

12.3. Each [Enquiry Service User](#) shall co-operate with such investigations, including making records available and permitting access to business sites where necessary.

12.4. The [REC Performance Assurance Board](#) shall determine appropriate action in accordance with the [Performance Assurance Schedule](#), which at its sole discretion may include notification of appropriate action and a timescale for remedy to the relevant [Enquiry Service User](#), failing which the [REC Performance Assurance Board](#)

may disable access for one or more [Enquiry Service User](#) personnel.

- 12.5. [RECCo](#) will ensure that its contract with the [EES Provider](#) and [GES Provider](#) also includes rights to audit to ensure access to data is provided in line with the [Data Access Matrix](#) and [Access Agreements](#). [RECCo](#) will, with guidance from the [REC Performance Assurance Board](#) on the risks to be mitigated, ensure that audits are undertaken as appropriate.

13 Additional Services

- 13.1. Nothing in this [Code](#) prevents [RECCo](#) (with the approval of the [REC PAB](#)) from agreeing bespoke commercial arrangements with one or more [Enquiry Service Users](#) for [REC](#) additional services (defined in the [EES Service Definition](#) and / or [GES Service Definition](#)) based on data obtained by [RECCo](#) from the [EES Provider](#) or [GES Provider](#). However, [RECCo](#), the [EES Provider](#) and [GES Provider](#) must not allow individuals or organisations which are not [Enquiry Service Users](#) to access the [Electricity Enquiry Service](#), [Gas Enquiry Service](#) or [Enquiry Service Data](#).
- 13.2. Where an [Enquiry Service User](#) or potential [Enquiry Service User](#) identifies an additional requirement (e.g. a new API or report), it should consider whether to progress a [Change Proposal](#) to introduce this requirement as part of the standard [Electricity Enquiry Service](#) and/or [Gas Enquiry Service](#) functionality; or whether to discuss bilaterally with [RECCo](#).
- 13.3. For transparency, the [Code Manager](#) shall publish on the [REC Portal](#) a high-level description of each type of [REC](#) additional service that is agreed with [RECCo](#).
- 13.4. The [Enquiry Service Data](#) made available via [REC](#) additional services agreed bilaterally with [RECCo](#) must only contain [Electricity Enquiry Service](#) or [Gas Enquiry Service](#) provisioned data that is accessible by the relevant [Enquiry Service User Category](#), as defined in the [Data Access Matrix](#).
- 13.5. Restrictions on the use of data as specified in Paragraphs 5, 6 and 11 shall apply to [Enquiry Service Data](#) provided to [Enquiry Service Users](#) via [REC](#) additional services agreed bilaterally with [RECCo](#).