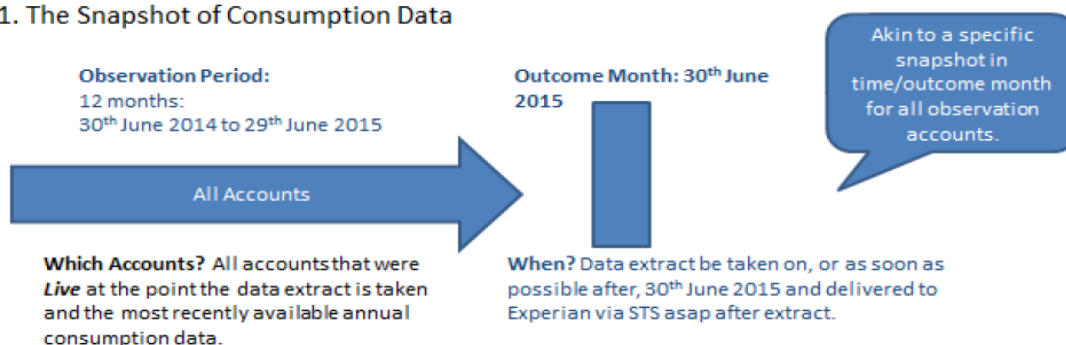


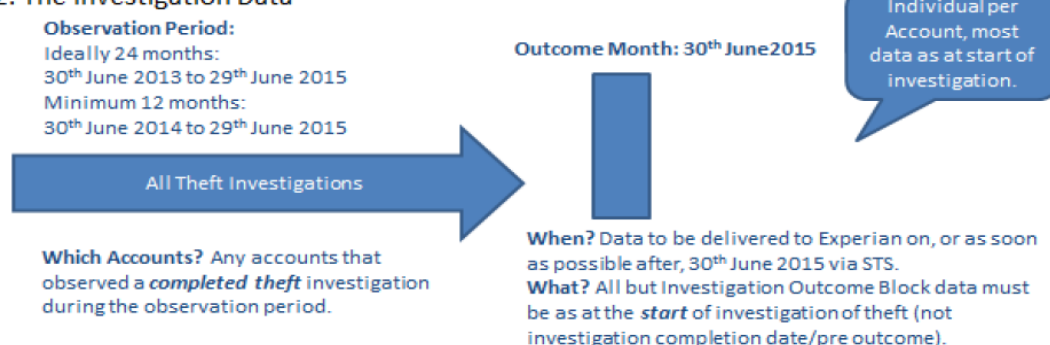
Guidance on contents of spreadsheets

- In the spreadsheets the first tab (Residential Details) is the 'snapshot' and ongoing monthly data cut. For the snapshot the data ideally should be extracted on the same date for all Suppliers, but in recognition of the IT dependencies within the organisations, the TRAS Service Provider requests that the data extract be taken on or as soon after 30th June 2015 as possible (and received by the TRAS Service Provider on July 31st 2015 at the latest) and include all residential customers supplied at the date of the snapshot.
- The 2nd tab (Initial Residential Outcome) is the historic theft investigations. The Investigation Data should only include investigations *completed* between 30th June 2013 and 30th June 2015. The associated industry-standard "Outcome of Investigation Code" and other specific details within the "Investigation Outcome Block" are required. Again the data extract should be taken on, or as soon as possible after, 30th June 2015 and please note that all data (apart from the Outcome Block) must be the data *when the investigation was started* (not when the investigation concluded).
- The 3rd tab (Ongoing Residential Outcome) is ongoing theft results (if a file is used rather than using Hunter)

1. The Snapshot of Consumption Data



2. The Investigation Data



In terms of creating and populating the data files the TRAS Service Provider are planning to produce a programming manual which will provide details on the expected formats etc. The TRAS Service Provider will work with individual suppliers to agree the most appropriate way to deliver this data.

Residential Details - Customer and Consumption Data File Specification												
Data Block	Field Name	Mandatory / Preferred	Electrcity J Code	RGMA/ Other Gas Code	Type	Description / Permitted values	Justification	Impact of not getting data item	Appropriate Schedule 2 Processing Condition	Appropriate Schedule 3 Processing Condition	Compliance comments	
Supply Block	MPAN / MPRN	M	0		Char	Key reference identifier and can use to derive fuel type. Where multiple at a site use the main MPAN	Reference numbers critical for linking together monthly reads into full history	TRAS system will be unable to link together account histories accurately, therefore unable to build up a history of consumption	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information	
	Multiple MPAN	M				Y or N - if Y then we will need tp process consumption figures differently and meter details might not match consumption.						
	Supplier Start date (SSD)	M	J0049		yyyymmdd	date the supplier took on supply to that meter point						
	Supply Address line 1	M	J1036		Char							Will be or is likely to be personal data
	Supply Address line 2	M	J1037		Char							
	Supply Address line 3	M	J1038		Char							
	Supply Address line 4	M	J1039		Char							
	Supply Address line 5	M	J1040		Char							
	Supply Address line 6	M	J1041		Char							
	Supply Address line 7	M	J1042		Char							
	Supply Address line 8	M	J1043		Char							
	Supply Address line 9	M	J1044		Char							
	Supply Postcode	M	J0263		Char							
Account Block	Supplier Account Number	M			Char	Multiple name and DOBs where available	Full, accurate contact details (including Date of birth), is essential in matching the correct Experian bureau data	Without full and complete contact details the TRAS system will be unable to attach Experian's bureau data - therefore making it impossible to identify theft motives through financial hardship	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Will be or is likely to be personal data	
	Account holders name 1	M			Char							
	Account holders name 2	P			Char							
	Account holders name 3	P			Char							
	Account holders name 4	P			Char							
	Account holders name 5	P			Char							
	Account holders name 6	P			Char							
	Account holders name 7	P			Char							
	Account holders Date of birth 1				yyyymmdd							
	Account holders Date of birth 2	P			yyyymmdd							
	Account holders Date of birth 3	P			yyyymmdd							
	Account holders Date of birth 4	P			yyyymmdd							
	Account holders Date of birth 5	P			yyyymmdd							
	Account holders Date of birth 6	P			yyyymmdd							
	Account holders Date of birth 7	P			yyyymmdd							
	Email address 1	P			Char	Potential to assist in identifying fraud rings, and also to confirm / enhance where Experian have alternate information	Without this information, Experian will be unable to validate the contact details held (therefore making it harder for suppliers to contact suspected theft leads). Furthermore the	PRIMARY: Sch 2 (6) Legitimate Interests				
	Email address 2	P			Char							
	Email address 3	P			Char							
	Telephone Number 1	P			Char							
	Telephone Number 2	P			Char							
	Telephone Number 3	P			Char							
	Billing Address line 1	M			Char	If same as supply address then repeat.	Experian understands utility accounts often have different billing addresses to the supply address- therefore essential to include billing details to ensure the correct Experian personal data can be attached		PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.			
	Billing Address line 2	M			Char							
	Billing Address line 3	M			Char							
	Billing Address line 4	M			Char							
	Billing Address line 5	M			Char							
	Billing Address line 6	M			Char							
	Billing Address line 7	M			Char							
	Billing Address line 8	M			Char							
	Billing Address line 9	M			Char							
	Billing Postcode	M			Char							
	Account start date	M			yyyymmdd	when the Supplier Account Number has been opened with this customer	To ensure the referential integrity of the data (we expect open accounts to have either another update, or a record to confirm that account has closed)	The omission of this data will result in data quality issues - we will be unable to confirm which supplier truly has the active relationship with an MPAN	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.			N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'

	Billing Frequency	M			char	Fixed list (to be agreed) of billing types - e.g. pre-payment, monthly, quarterly etc (andrew to specify an initial list of frequency and types	Likely to be predictive of theft	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project			
	Payment method	M			char	Fixed list (to be agreed) of payment methods - e.g. pre-payment, Fixed DD, Variable DD cheque, SO etc			PRIMARY: Sch 2 (6) Legitimate Interests		
	Date of last bill	P			yyyymmdd				PRIMARY: Sch 2 (6) Legitimate Interests		
	Arrears Flag status	P			char	The customer is in a debt recovery process, i.e. a Dunning process.			SECONDARY: Sch 2(2a) contract performance but note "necessity" test.		
	Current Tariff start date	P			yyyymmdd		Assist with understanding the price the customer is paying for their fuel - likely to be predictive of theft	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project			
Landlord Block	Landlords Name	P			Char		Landlords who own multiple properties may form a cross supplier fraud ring. Also important to have this data where properties are vacant		PRIMARY: Sch 2 (6) Legitimate Interests	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Will be or is likely to be personal data
	Landlords Date of Birth	P			yyyymmdd						
	Company Name	P			Char						
	Address line 1	P			Char						
	Address line 2	P			Char						
	Address line 3	P			Char						
	Address line 4	P			Char						
	Address line 5	P			Char						
	Address line 6	P			Char						
	Address line 7	P			Char						
	Address line 8	P			Char						
	Address line 9	P			Char						
	Postcode	P			Char						
	Email address	P			Char						
	Landline telephone number	P			Char						
Mobile telephone number	P			Char		Potential to assist in identifying fraud rings, and also to confirm / enhance	Without this information, Experian will be unable to validate the contact details held				
Consumption Block	Annual Consumption Bill to Date	M			yyyymmdd	The bill to date on which the annual consumption has been calculated.	The key element to the solution - time based consumption data will allow Experian to build up history	The omission of this data will mean we cannot provide a TRAS system.	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information
	Annual Consumption	M			numeric	The annualised consumption in KWh provided on the customers bill					
	Latest Meter read date	P			yyyymmdd						
	Latest Meter read type	P			char	Fixed list (to be agreed) of meter read types (e.g. estimated, customer actual, meter inspector actual)	Understanding whether the read is reliable will dictate whether the theft calculation is reliable or not				
	Long term vacant	P			numeric	Flagged by supplier as long-term vacant					
Meter Block	Meter Serial Number	P	J0004		char		Meter details are thought likely to be predictive of theft - older meters may lend themselves to theft more so than newer models	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information
	Meter type	P	J0483	A0025	char				PRIMARY: Sch 2 (6) Legitimate Interests		
	Last Meter inspection date	M			yyyymmdd						
	Meter installation date	M	J0848		yyyymmdd						
	Meter location code	P	J0419	K0586	char	Fixed list to be agreed (e.g. outside / inside)					
	Meter Status	M	J0080	A0077	char	Meter status for elec (deenergised); meter point status for gas			PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.		

Initial Residential Outcome - Residential Theft Investigation Outcome Initial (Historic) Data File Specification												
Data Block	Field Name	Mandatory / Preferred	Electricity J Code	RGMA/ Other Gas Code	Type	Description / Permitted values	Justification	Impact of not getting data item	Appropriate Schedule 2 Processing Condition	Appropriate Schedule 3 Processing Condition	Compliance comments	
Supply Block	MPAN / MPRN	M	J0003		Char	Key reference identifier and can use to derive fuel type. Where multiple at a site use the main MPAN	Reference numbers critical for linking together monthly reads into full history	TRAS system will be unable to link together account histories accurately, therefore unable to build up a history of consumption	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information	
	Multiple MPAN	M				Y or N - if Y then we will need tp process consumption figures differently and meter details might not match consumption.						
	Supplier Start date (SSD)	M	J0049		yyyymmdd	date the supplier took on supply to that meter point						
	Supply Address line 1	M	J1036		Char							Will be or is likely to be personal data
	Supply Address line 2	M	J1037		Char							
	Supply Address line 3	M	J1038		Char							
	Supply Address line 4	M	J1039		Char							
	Supply Address line 5	M	J1040		Char							
	Supply Address line 6	M	J1041		Char							
	Supply Address line 7	M	J1042		Char							
	Supply Address line 8	M	J1043		Char							
	Supply Address line 9	M	J1044		Char							
	Supply Postcode	M	J0263		Char							
Account Block	Supplier Account Number	M			Char	Multiple name and DOBs where available	Full, accurate contact details (including Date of birth), is essential in matching the correct Experian bureau data	Without full and complete contact details the TRAS system will be unable to attach Experian's bureau data - therefore making it impossible to identify theft motives through financial hardship	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Will be or is likely to be personal data	
	Account holders name 1	M			Char							
	Account holders name 2	P			Char							
	Account holders name 3	P			Char							
	Account holders name 4	P			Char							
	Account holders name 5	P			Char							
	Account holders name 6	P			Char							
	Account holders name 7	P			Char							
	Account holders Date of birth 1				yyyymmdd							
	Account holders Date of birth 2	P			yyyymmdd							
	Account holders Date of birth 3	P			yyyymmdd							
	Account holders Date of birth 4	P			yyyymmdd							
	Account holders Date of birth 5	P			yyyymmdd							
	Account holders Date of birth 6	P			yyyymmdd							
	Account holders Date of birth 7	P			yyyymmdd							
	Email address 1	P			Char		Potential to assist in identifying fraud rings, and also to confirm / enhance where Experian have alternate information	Without this information, Experian will be unable to validate the contact details held (therefore making it harder for suppliers to contact suspected theft leads). Furthermore the	PRIMARY: Sch 2 (6) Legitimate Interests			
	Email address 2	P			Char							
	Email address 3	P			Char							
	Telephone Number 1	P			Char							
	Telephone Number 2	P			Char							
	Telephone Number 3	P			Char							

	Billing Address line 1	M			Char	If same as supply address then repeat.	Experian understands utility accounts often have different billing addresses to the supply address- therefore essential to include billing details to ensure the correct Experian personal data can be attached		PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.					
	Billing Address line 2	M			Char									
	Billing Address line 3	M			Char									
	Billing Address line 4	M			Char									
	Billing Address line 5	M			Char									
	Billing Address line 6	M			Char									
	Billing Address line 7	M			Char									
	Billing Address line 8	M			Char									
	Billing Address line 9	M			Char									
	Billing Postcode	M			Char									
Account start date	M			yyyymmdd	when the Supplier Account Number has been opened with this customer	To ensure the referential integrity of the data (we expect open accounts to have either another update, or a record to confirm that account has closed)	The omission of this data will result in data quality issues - we will be unable to confirm which supplier truly has the active relationship with an MPAN	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	Personal data only if linkable to person identifiable information					
Billing Frequency	M			char	Fixed list (to be agreed) of billing types - e.g. pre-payment, monthly, quarterly etc (andrew to speficy an initial list of frequency and types	Likely to be predictive of theft	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project							
Payment method	M			char	Fixed list (to be agreed) of payment methods - e.g. pre-payment, Fixed DD, Variable DD cheque, SO etc									
Date of last bill	P			yyyymmdd				PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.						
Arrears Flag status	P			char	Y / N (Y= account more than £100 and 90 days in arrears)									
Current Tariff start date	P			yyyymmdd		Assist with understanding the price the customer is paying for their fuel - likely to be predictive of theft	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project							
Landlord Block	Landlords Name	P			Char		Landlords who own multiple properties may form a cross supplier fraud ring. Also important to have this data where properties are vacant		PRIMARY: Sch 2 (6) Legitimate Interests	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Will be or is likely to be personal data			
	Landlords Date of Birth	P			yyyymmdd									
	Company Name	P			Char									
	Address line 1	P			Char									
	Address line 2	P			Char									
	Address line 3	P			Char									
	Address line 4	P			Char									
	Address line 5	P			Char									
	Address line 6	P			Char									
	Address line 7	P			Char									
	Address line 8	P			Char									
	Address line 9	P			Char									
	Postcode	P			Char									
	Email address	P			Char		Potential to assist in identifying fraud rings, and also to confirm / enhance	Without this information, Experian will be unable to validate the contact details held						
	Landline telephone number	P			Char									
	Mobile telephone number	P			Char									

Consumption Block	Annual Consumption Bill to Date (Historic)	M			yyyymmdd	The bill to date on which the annual consumption has been calculated which is just prior to the "Assessed Start Date for Theft"	The key element to the solution - time based consumption data will allow Experian to build up history and seasonal variation	The omission of this data will mean we cannot provide a TRAS system.	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information
	Annual Consumption (Historic)	M			numeric	The annualised consumption in KWh provided on the customers bill just prior to the "Assessed Start Date for Theft"					
	Latest Meter read date	P			yyyymmdd						
	Latest Meter read type	P			char	Fixed list (to be agreed) of meter read types (e.g. estimated, customer actual, meter inspector actual)	Understanding whether the read is reliable will dictate whether the theft calculation is reliable or not				
	Long term vacant	P			numeric	Flagged by supplier as long-term vacant					
Meter Block	Meter Serial Number	P	J0004		char		Meter details are thought likely to be predictive of theft - older meters may lend themselves to theft more so than newer models	The omission of this data will reduce the power of the TRAS model - if this data item is proven predictive of theft in the analysis phase of the project	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information
	Meter type	P	J0483	A0025	char						
	Last Meter inspection date	M			yyyymmdd						
	Meter installation date	M	J0848		yyyymmdd						
	Meter location code	P	J0419	K0586	char	Fixed list to be agreed (e.g. outside / inside)					
	Meter Status	M	J0080	A0077	char	Meter status for elec (deenergised); meter point status for gas					
							PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.				
Investigation Outcome Block	Supplier Investigation ID No	M			cha				PRIMARY: Sch 2 (6) Legitimate Interests	PRIMARY: Sch 3 (7A) Fraud Prevention	Will be or is likely to be personal data
	Theft lead source	M			char	eg TRAS generated, tip off, supplier generated					
	Date Investigation Closed	M			yyyymmdd						
	Outcome of investigation code	M			char	e.g. Confirmed theft, unproven suspicion of theft, not illegal, changed supplier					
	Type of theft	M			char						
	Crime reference no	P			char						
	Assessed start date for theft	M			yyyymmdd						
	Assessed end date for theft	M			yyyymmdd						
	Assessed losses	M			numeric	in KWh					
	Tampering Code	M	J0451		char						
	Tampering Report Date	M	J0822		yyyymmdd						
	Tampering Report Source	M	J0841		char						
	Security devices fitted	P			char	Y / N					

Ongoing Residential Outcome - Theft Investigation Outcome On-going Data File Specification											
Data Block	Field Name	Mandatory / Preferred	Electrcity J Code	RGMA/ Other Gas Code	Type	Description / Permitted values	Justification	Impact of not getting data item	Appropriate Schedule 2 Processing Condition	Appropriate Schedule 3 Processing Condition	Compliance comments
Supply Block	MPAN / MPRN	M	J0003		Char	Key reference identifier and can use to derive fuel type. Where multiple at a site use the main MPAN	Reference numbers critical for linking together monthly reads into full history	TRAS system will be unable to link together account histories accurately, therefore unable to build up a history of consumption	PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Personal data only if linkable to person identifiable information
	Supply Address line 1	M	J1036		Char						Will be or is likely to be personal data
	Supply Address line 2	M	J1037		Char						
	Supply Address line 3	M	J1038		Char						
	Supply Address line 4	M	J1039		Char						
	Supply Address line 5	M	J1040		Char						
	Supply Address line 6	M	J1041		Char						
	Supply Address line 7	M	J1042		Char						
	Supply Address line 8	M	J1043		Char						
	Supply Address line 9	M	J1044		Char						
	Supply Postcode	M	J0263		Char						
Account Block	Supplier Account Number	M			Char				PRIMARY: Sch 2 (6) Legitimate Interests SECONDARY: Sch 2(2a) contract performance but note "necessity" test.	N/A unless returned to Supplier in Investigation File. If applicable, most appropriate processing condition is Sch 3 7A 'fraud prevention'	Will be or is likely to be personal data
	Account holders name 1	M			Char	Multiple name and DOBs where available	Full, accurate contact details (including Date of birth), is essential in matching the correct Experian bureau data	Without full and complete contact details the TRAS system will be unable to attach Experian's bureau data - therefore making it impossible to identify theft motives through financial hardship			
	Account holders Date of birth 1	M			yyyymmdd						
	Billing Address line 1	M			Char	If same as supply address then repeat.	Experian understands utility accounts often have different billing addresses to the supply address- therefore essential to include billing details to ensure the correct Experian personal data can be attached				
	Billing Address line 2	M			Char						
	Billing Address line 3	M			Char						
	Billing Address line 4	M			Char						
	Billing Address line 5	M			Char						
	Billing Address line 6	M			Char						
	Billing Address line 7	M			Char						
	Billing Address line 8	M			Char						
	Billing Address line 9	M			Char						
	Billing Postcode	M			Char						
	Meter Block	Meter Serial Number	P	J0004		char					
Investigation Outcome Block	Supplier Investigation ID No	M			cha				PRIMARY: Sch 2 (6) Legitimate Interests	PRIMARY: Sch 3 (7A) Fraud Prevention	Personal data only if linkable to person identifiable information
	Theft lead source	M			char	eg TRAS generated, tip off, supplier generated					
	Date Investigation Closed	M			yyyymmdd						
	Outcome of investigation code	M			char	e.g. Confirmed theft, unproven suspicion of theft, not illegal, changed supplier					
	Type of theft	M			char						
	Crime reference no	P			char						
	Assessed start date for theft	M			yyyymmdd						
	Assessed end date for theft	M			yyyymmdd						
	Assessed losses	M			numeric	in KWh					
	Tampering Code	M	J0451		char						
	Tampering Report Date	M	J0822		yyyymmdd						
	Tampering Report Source	M	J0841		char						
Security devices fitted	P			char	Y / N						