**Change Request Form**

This form should be used by a party who wishes to raise a draft or a formal Change Proposal.

Please complete this form and submit to all relevant party.

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| Document Control | |
| CR Type: | Operational |
| CR Status: | Final |
| For Issue To: | SPAA and DCUSA |
| CR Number\*: | TRAS198 |
| Date Raised: | 3rd June 2019 |
| Title of Change: | Transfer of anonymised TRAS data to ElectraLink (3 years post-submission / processing) |
| Is there a Contract Change Required? | Yes – this is managed in a separate request (TRAS194) |
| Impacted TRAS Contract Clause: | See TRAS194 |
| Version Number: | V0.2 |
| Attachments: |  |

\* Assigned by Change Control Administrator

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| Originator details | |
| Party Name | ElectraLink |
| Party Change Administrator: | Mark Pearce |
| Telephone number: | 020 7432 3007 |
| Email address: | [Mark.pearce@electralink.co.uk](mailto:Mark.pearce@electralink.co.uk) |

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| CP Details | |
| SPAA and DCUSA Parties believed to be impacted: | All |
| Summary of Change: | The existing Data Retention Policy for TRAS only allows Experian to hold and process personal data for up to 3 years from submission / processing.  To maintain performance assurance reporting going forward it is necessary to retain TRAS data in an anonymised stated beyond the contractual three-year retention period.  **Contractual changes to support this have been raised separately (TRAS194). This CCN is the Operational Change covering the process of extracting, anonymising, transferring and deleting the data - and associated costs.** |
| Related CRs:  Please indicate if this CP is related to or impacts any other CP already in the SPAA and DCUSA or other industry Change Process | TRAS194 |

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| Proposed Solution: |
| The proposed solution can be summarised as follows: when supplier consumption or which has been used in the compilation of Performance Assurance data or historical Qualified Outlier data meets the data retention threshold, then Experian will extract a copy of critical tables used to compile Performance Assurance table. This data will be passed to ElectraLink to store, with personal data items removed prior to transfer. The current data threshold is 3 years after data has been submitted / processed.  The solution will involve the following steps:   1. **Data extraction**    1. 3 years (36 months) after the date either a file was submitted OR an outlier was generated, a copy of the data to be deleted will be moved to a separate schema in the TRAS data warehouse. This will happen in line with the dates for the transfer of outliers to suppliers.    2. Files containing selected data items (excluding personal data) will be extracted into flat files (pipe-delimited).    3. Audit reports will be compiled containing the number of rows in each extract (and additional reconciliation metrics as requested). 2. **Data transfer**    1. All data files will be encrypted prior to transfer    2. All data files will be transferred to ElectraLink via Experian’s Secure Transport site    3. Audit reports will be distributed by email to ElectraLink 3. **Data deletion**    1. The data to be deleted will be held in a separate database schema for 1 further month after file transfer (to allow ElectraLink a period to raise any questions / flag any issues with the content of the files provided)    2. Data will be deleted automatically on the 37th month after submission / outlier processing.   **Example:** In July 2019, supplier submitted data (or outliers generated) in July 2016 will be archived and transferred to ElectraLink. Extracts will be transferred by the same date that the monthly outlier files are due to suppliers (per the Schedule in the Programming Manual). This data will be held until the start of the following month (August 2019), at which point the data will be deleted from Experian databases.  A full list of tables and proposed data items that are in our out of scope of transfer to ElectraLink is attached.  This represents a subset of TRAS tables and datasets (those used in the compilation of Performance Assurance reporting only). |

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| Impact Assessment |
| Please provide an Impact Assessment including details of the impact of the proposed change on the TRAS service, the Service Provider's ability to meet its other contractual obligations and any variation to the terms of the TRAS Contract that will be required in relation to (where applicable):   1. **the Service Description and the Service Levels;**   **None**   1. **the format of Recipient Data;**   **None**   1. **the Milestones and any other timetable previously agreed by the parties;**   **None**   1. **other services provided by third party contractors to the Recipients, including any changes required by the proposed change to SPAA and DCUSA's IT infrastructure;**   **None**   1. **details of Service Provider fees of implementing the proposed change;**   **For development of new processes to extract, encrypt, upload to Secure Transport Site and for changes to existing data retention processes that will delete data from both a production and purge Schema at different schedules:**   |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Day Rate  Year 4 From 01/04/2018 to 31/03/2019** | **Days** | **Total** | | Test Analyst | £443.65 | 4 | £1,774.58 | | Programmer Analyst | £942.75 | 8 | £7,541.98 | | Senior Programmer Analyst | £1,330.94 | 1 | £1,330.94 | | Project Manager | £1,497.31 | 1 | £1,497.31 | | **Total** |  |  | **£12,144.81** |  1. **details of the ongoing Service Provider fees required by the proposed change when implemented, including any increase or decrease in the TRAS Charges, any alteration in the resources and/or expenditure required by either party and any alteration to the working practices of either party;**   **For ongoing monitoring / maintenance of the new monthly Data Transfer process:**   |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Day Rate  Year 4 From 01/04/2018 to 31/03/2019** | **Days** | **Total** | | Programmer Analyst | £942.75 | 1.5 | £1,414.12 | | **Total** |  |  | **£1,414.12** |  1. **a timetable for the implementation, together with any proposals for the testing of the change;**   **Estimated time to complete delivery from confirmation of CCN approval: 12 working days – a formal timetable will be confirmed on receipt of the signed CCN.**  **Note that the time / effort / resource cost above is based on a testing approach that involves the following steps:**   * **Experian validating that the extracts provided reconcile back to source data before deleting and providing testing evidence of this/** * **Support for ElectraLink in validating that the extracts provided reconcile back to source data.** * **A recommendation that testing should include a step to reproduce / previous Performance Assurance report data pulled from these sources.**  1. **details of how the proposed change will be compliant with an applicable Change in Law;**   **N/a**   1. **other impacts identified by the TRAS Service Provider; and**   **None**   1. **such other information**   **None** |
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| Proposed Implementation Date: |
| Month: July Year: 2019  **This implementation date assumes that sign-off is provided for this CCN by the end of the month.**  Other (please give reasons): |
| **Actual Implementation Date** |
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| Business Justification for change: |
| Retention of old data required for any audit / Performance Assurance activities by ElectraLink. |

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| **CR NO.: ?** | **TITLE:** | **DATE RAISED:** |
| **PROJECT:** | **TYPE OF CHANGE:** | **REQUIRED BY DATE:** [dd/mm/yy] |
| **KEY MILESTONE DATE:** [if any] | | |
| **DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:** | | |
| **PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:** | | |
| **DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):** | | |

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| SIGNED ON BEHALF OF SPAA | | SIGNED ON BEHALF OF DCUSA | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
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| **SIGNED ON BEHALF OF SERVICE PROVIDER** | |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |