

**SEC Privacy Change Request**

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| SEC Party Entity | *[Insert SEC Party name]* | | |
| Submission Date | *DD/MM/YYYY* | **Desired Change ‘Go Live’ Date** | *DD/MM/YYYY* |
| Obligations Affected | The SEC Privacy Assurance regime covers obligations I1.2 – I1.5 and I1.10.  Of these obligations please highlight which areas will be impacted by your proposed change(s). | **I1.2 (Y/N)** |  |
| **I1.3 (Y/N)** |  |
| **I1.4 (Y/N)** |  |
| **I1.5 (Y/N)** |  |
| **I1.10 (Y/N)** |  |

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| Current Process |
| Please summarise your current Panel-approved processes for compliance with Section I?  *Examples of changes may include:*   * *We currently operate one approved method for compliance with I1.5, which is via the consumer scanning in a utility bill.* * *To discharge compliance with I1.2 we currently request consumers to send withdrawal of consent requests to us via email.* * *We do not currently offer Type 2 Device joining functionality to consumers.*   If there are changes to multiple processes, please list these out individually: |
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| Nature of the Proposed Change(s) |
| What change(s) do you want to make and how are your current processes affected?  *Examples of changes may include:*   * *Our proposed change is to add another method for compliance with I1.5 (consumer validation) which is…* * *To discharge compliance with I1.2 we now wish to add a form on our website to allow consumers to request withdrawals in this manner, and this will be managed via…* * *We now wish to expand the scope of our approved processes to include a process for Type 2 Device joining functionality to consumers, which will be…*   If there is more than one change, please list these out individually. |
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| Supporting Documentation |
| Please submit supporting documentation which documents your proposed approach to discharging compliance subsequent to your proposed change. This should include any policies, processes or procedures which need to be updated and/or created as a result of the proposed change. |

Please note where SECAS and the User IPA have deemed a change to be material, SECAS will make all best endeavours to schedule in a Privacy Change Assessment within the subsequent **four weeks.**

However, the availability to schedule in a Privacy Change Assessment is subject to change and dependant on the schedule of annual User Security and Privacy Assessments. Therefore, in rare cases, a maximum period of 12 weeks may be required to schedule a Privacy Change Assessment.