

Essential Energy

Information Sharing Protocol

June 2020



Purpose

This protocol describes how and when Essential Energy will make confidential information available to other legal entities, as required under the Australian Energy Regulator's Ring-Fencing Guideline (Guideline).

Under the Ring-Fencing Guideline, if we share confidential electricity information in certain circumstances with our related electricity service providers that provide contestable electricity services, we are required to provide access to that information on an equal basis with third parties who are competing in the provision of contestable electricity services, as long as those third parties have registered to receive that type of information.

The protocol does not apply where Essential Energy has decided not to provide information to a related electricity service provider.

Definitions

The terms used in this protocol have the meaning as per the Guideline. Additionally:

- **Registered legal entity** means a legal entity that has been included on the information register.

Prequalification process

For a legal entity to be included in the information register they must submit to compliance@essentialenergy.com.au, signed copies of:

- The application form. The application form specifies key contact details for the legal entity and the confidential information to which access is sought.
- The information sharing Deed Poll. The agreement requires the legal entity to comply with certain requirements of the Guideline when dealing with any confidential information that is released, as if it were Essential Energy.

Essential Energy may reject a legal entity's application if:

- The application form is incomplete.
- The information sharing terms and conditions agreement has not been signed.
- The information requested by the legal entity has not been described in sufficient detail to enable other legal entities to make an informed decision about whether to request that kind of information or to allow Essential Energy to determine whether access should be provided.

The legal entity will receive a confirmation email, once Essential Energy has approved the application. Details of the information provided by a legal entity through the application process will be included in the information register and published on Essential Energy's website.

Information sharing process

Where Essential Energy decides to provide a related electricity service provider with information it has requested, Essential Energy will review the Information Register and identify registered legal entities who have registered to receive that type of information. Essential Energy will provide access to the information to these entities.

Essential Energy will decide on a case-by-case basis how the information will be provided to the related electricity service provider and registered legal entities.

We will not share information to registered legal entities where we are not satisfied (acting reasonably) that the register legal entity is competing, or seeking to compete, with us, or any of our related electricity service providers, in relation to the provision of contestable electricity services.

Updating details

Registered legal entities can update their details by submitting an updated application form to compliance@essentialenergy.com.au.

Removal of access

Essential Energy will periodically request confirmation from registered legal entities that their contact details are up-to-date and they have maintained compliance with the information sharing terms and conditions. In order to ensure the information register remains accurate, Essential Energy will remove legal entities who do not submit a response to a request for confirmation within the timeframes specified.

Registered legal entities should note that they will automatically be removed from the information register if they breach the information sharing terms and conditions.

Further details

Contact compliance@essentialenergy.com.au for additional information about this protocol.