

**Clean Energy Alliance
Administrative Policy**

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| SUBJECT: Advanced Metering Infrastructure (AMI) Data Security and Privacy Policy | | | EFFECTIVE DATE: February 20, 2020 |
| POLICY #: CEA-04 | SUPERSEDES N/A | STAFF CONTACT | # OF PAGES: 5 |

1.0 Purpose

To ensure the privacy and security of AMI data and customer usage information for Clean Energy Alliance (CEA).

2.0 Organizations affected

Clean Energy Alliance
All Clean Energy Alliance Member Agencies

3.0 References

CPUC Decision 12-08-045

4.0 Definitions

4.1 Aggregate Usage Data:

Customers' energy usage and usage-related data (such as billing, program participation, or account information) that has been summed, averaged, or otherwise processed such that the result does not contain information at the level of individual customers and an individual customer cannot reasonably be re-identified.

4.2 Covered Information:

Any customer energy usage information obtained through the use of the capabilities of Advanced Metering Infrastructure (AMI) when associated with any information that can reasonably be used to identify an individual, family, household or residence, or non-residential customer, except that covered information does not include usage information from which identifying information has been removed or information provided to the CPUC pursuant to its oversight responsibilities.

4.3 Primary Purposes:

The “Primary Purposes” for the collection of storage, use or disclosure of covered information are to:

- Provide or bill for electrical power,
- Provide for system, grid or operational needs,
- Provide services as required by state, or federal laws or as specifically authorized by an order of the Commission, or
- Plan, implement, or evaluate demand response, energy management, or energy efficiency programs under contract with a Community Choice Aggregator or an Electrical Services Provider (when providing service to residential or small commercial customers), under contract with the Commission, or as part of a Commission authorized program conducted by a governmental entity under the supervision of the Commission.

4.4 Secondary Purpose:

Secondary Purpose means any purpose for the collection, storage, use, or disclosure of covered information that is not a primary purpose.

5.0 Policy

5.1 CEA shall implement reasonable administrative, technical, and physical safeguards to protect covered information from unauthorized access, destruction, use, modification or disclosure.

5.2 CEA and third parties shall provide reasonable training to all employees and contractors who use, store, or process covered information.

5.3 CEA shall collect, store, use, and disclose only as much covered information as is reasonably necessary or as authorized by the Commission to accomplish a specific primary purpose.

6.0 Procedure

Transparency and Notification

6.1 CEA shall provide customers with meaningful, clear, accurate, specific, and comprehensive notice regarding the accessing, collection, storage, use and disclosure of covered information. However, when CEA is using covered information solely for a primary purpose on behalf of and under contract with utilities it is not required to provide notice separate from that provided by the utility.

6.2 CEA shall provide written notice when confirming a new customer account, and at least once per year shall inform customers how they may obtain a copy of CEA’s notice regarding the accessing, collection, storage, use and disclosure of covered information. CEA will also provide a conspicuous link to the notice on

the home page of its website and include a link to the notice in electronic correspondence to customers.

- The notice shall be labeled Notice of Accessing, Collecting, Storing, Using and Disclosing Energy Usage Information. It shall be written in easily understandable language and be no longer than is necessary to convey the requisite information.
- The notice and the posted privacy policy shall state clearly: (1) the identity of CEA; (2) the effective date of the notice or posted privacy policy; (3) CEA's process for altering the notice or posted privacy policy, including how the customer will be informed of any alterations and where prior versions will be made available to customers; and (4) the title and contact information, including email address, postal address, and telephone number, of an official at CEA who can assist the customer with privacy questions, concerns, or complaints regarding the collection, storage, use, or distribution of covered information.
- The notice shall provide an explicit description of: (1) each category of covered information collected, used, stored, or disclosed, and for each category of covered information, the reasonably specific purpose for which it will be collected, stored, used, or disclosed; (2) each category of covered information that is disclosed to third parties, and, for each such category, a description of the means by which customers may view, inquire about, or dispute their covered information; and (3) the means, if any, by which customers may limit the collection, use, storage, or disclosure of covered information and the consequences to customers if they exercise such limits.

6.3 CEA shall provide to customers upon request convenient and secure access to their covered information, in an easily readable format that is at a level no less detailed than that at which the covered entity discloses the data to third parties.

Use, Disclosure, and Customer Authorization

6.4 CEA may disclose covered information without customer consent to a third party acting under contract with the CPUC for the purpose of providing services authorized pursuant to an order or resolution of the CPUC, or to a governmental entity for the purpose of providing energy efficiency or energy efficiency evaluation services pursuant to an order or resolution of the CPUC.

- 6.5 CEA may disclose covered information to a third party without customer consent when explicitly ordered to do so by the CPUC, or for a primary purpose being carried out under contract with and behalf of CEA provided that CEA requires, by contract, the third party to agree to access, collect, store, use, and disclose the covered information under policies, practices, and notification requirements no less protective than those under which CEA itself operates.
- 6.6 Any entity that receives covered information derived initially from CEA may disclose such covered information to another entity without customer consent for a primary purpose, provided that the entity disclosing the covered information shall, by contract, require the entity receiving the covered information to use the covered information only for such primary purpose and to agree to store, use, and disclose the covered information under policies, practices, and notification requirements no less protective than those under which CEA operates.
- 6.7 When CEA discloses covered information to a third party under this subsection it shall specify by contract, unless otherwise ordered by the CPUC, that it shall be considered a material breach if the third party engages in a pattern or practice of accessing, storing, using, or disclosing the covered information in violation of the third party's contractual obligations to handle the covered information under policies no less protective than those under which CEA operates.
- 6.8 If CEA finds that a third-party contractor to which it disclosed covered information is engaged in a pattern or practice of accessing, storing, using, or disclosing covered information in violation of the third party's contractual obligations related to handling covered information, CEA shall promptly cease disclosing covered information to such third party.
- 6.9 Separate authorization by each customer must be obtained for all disclosures of covered information except as provided for herein.
- 6.10 CEA shall permit customers to cancel authorization for any secondary purpose of their covered information by the same mechanism initially used to grant authorization.
- 6.11 CEA shall permit the use of aggregated usage data that is removed of all personally-identifiable information to be used for analysis, reporting, or program management, provided that the release of that data does not disclose or reveal specific customer information because of the size of the group, rate classification, or nature of the information.

Barbara Boswell
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Interim Chief Executive Officer

2/23/20
Date