Process Id# :: 1128
Process Name :: Substitute Workers
Date Last Updated :: 25/07/2019

Description ::

The transaction of a case for Civil Servants who are due payments due to substitute work.

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB ::

As required under Article 30 (2) of the GDPR ::

Data Stage	Process - 4.2.4 Substitute Workers - Setting Up Substitute Worker		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Pay Team receives case from Local HR	Local HR	CMS	Personal	Name, PPSN
Data Capture	2	Pay Advisor captures data from Substitute form	Pay (Preparer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Usage	3	Pay Advisor populates PAF	Pay (Preparer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Storage	4	Pay Advisor adds PAF to case notes on CMS	Pay (Preparer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	5	Pay Advisor assigns case to notification 1	Pay (Preparer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	6	HR analyst assigns case to reviewer	Pay (Preparer)	CMS	Personal	Name, PPSN, salary/banking details
Data Capture	7	Pay Advisor captures data from Substitute form	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Usage	8	Pay Advisor creates copy of PAF and updates to reflect 4 Eye Check.	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Storage	9	Pay Advisor adds PAF to case notes on CMS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details
Data Storage	10	Pay Advisor saves PAF as PDF	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details

Data Storage	11	Pay Advisor adds PDF to case notes on CMS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	12	Pay Advisor assigns case to PSS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	13	*Exception* Pay Advisor emails RSA/OSI Pay Centres	Pay (Reviewer)	Microsoft Outlook	Personal	Name, PPSN, salary/banking details
Data Storage	14	Pay Advisor uploads PAF to DMS and adds link to case notes	Pay (Reviewer)	DMS	Personal	Name, PPSN, payroll Number, Salary Details, unpaid leave Details
Data Usage	15	Payroll Shared Services process				
Data Transfer	16	Pay team receives case from PSS	Payroll Shared Services	CMS	Personal	Name, PPSN, salary/banking details
Data Storage	17	Pay Advisor attaches email to CMS	Pay	CMS	Personal	Name, Payroll number
Data Retention	18	Pay Advisor closes Case	Pay Team	CMS, DMS, (G:) Drive	Personal	Name, Payroll Number, PPSN, salary/banking details
Data Stage	**Process - 4.2.4 Substitute Payments - Payment of Periodic Fees**		**Owner**	**Storage Location**	**Personal / Sensitive Data**	**Data Items**
Data Transfer	1	Pay Team receives case from Local HR	Local HR	CMS	Personal	Name, PPSN
Data Capture	2	Pay Advisor captures data from Substitute form	Pay (Preparer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Usage	3	Pay Advisor populates PAF	Pay (Preparer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Storage	4	Pay Advisor adds PAF to case notes on CMS	Pay (Preparer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	5	Pay Advisor assigns case to notification 1	Pay (Preparer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	6	HR Analyst assigns case to reviewer	Pay	CMS	Personal	Name, PPSN, salary/banking details
Data Capture	7	Pay Advisor captures data from Substitute form	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Usage	8	Pay Advisor creates copy of PAF and updates to reflect 4 Eye Check.	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Storage	9	Pay Advisor adds PAF to case notes on CMS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details

Data Storage	10	Pay Advisor saves PAF as PDF	Pay (Reviewer)	(G:) Drive	Personal	Name, PPSN, salary/banking details
Data Storage	11	Pay Advisor adds PDF to case notes on CMS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	12	Pay Advisor assigns case to PSS	Pay (Reviewer)	CMS	Personal	Name, PPSN, salary/banking details
Data Transfer	13	*Exception* Pay Advisor emails RSA/OSI Pay Centres	Pay (Reviewer)	Microsoft Outlook	Personal	Name, PPSN, salary/banking details
Data Storage	14	Pay Advisor uploads PAF to DMS and adds link to case notes	Pay (Reviewer)	DMS	Personal	Name, PPSN, payroll Number, Salary Details, unpaid leave Details
Data Usage	15	Payroll Shared Services process				
Data Transfer	16	Pay team receives case from PSS	Payroll Shared Services	CMS	Personal	Name, PPSN, salary/banking details
Data Retention	17	Pay Advisor closes Case	Pay Team	CMS, DMS, (G:) Drive	Personal	Name, Payroll Number, PPSN, salary/banking details