Process Id# :: 1331
Process Name :: Commence a Career Break
Date Last Updated :: 05/09/2019

Description ::

The Civil Service runs a career break scheme for officers who meet the relevant eligibility criteria. This process is for transacting on applications to commence a Career Break. Transacted in line with the relevant Career Break Circular.

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 - 4.4.2b Commence a Career Break		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Leave Management receives case with E-Form/hardcopy form	Officer / Manager / LHR	CMS	Personal	Leave Details, Contact Details, Name, PPSN, Manager Details, Any Comments
Data Capture	2	Leave Advisor views E-Form	Leave Management	HRMS	Personal	Leave Details, Name, PPSN, Manager Details, Any Comments
Data Capture	3	Leave Advisor views HRMS profile to check eligibility	Leave Management	HRMS	Personal	Name, PPSN, Leave History
Data Transfer	4	Leave Advisor requests Form of Undertaking from officer	Leave Management	H:Drive / Outlook / Mailing Bin / CMS	Personal	Name, PPSN, Email address, Home Address
Data Transfer	5	Officer returns Form of Undertaking, which is saved to DMS and a link saved to CMS	Leave Management	Outlook / CMS	Personal	Leave Type, PPSN, Department Code, Address, Leave Details
Data Usage	6	Leave Advisor completes Annual Leave calculator	LHR	H:Drive, CMS	Personal	Leave Details

Data Transfer	7	Leave Advisor sends notification to LHR requesting approval - outlining details of previous career breaks, eligibility, annual leave entitlement, travel pass status and overpayment status	Leave Management	CMS	Personal	Name, PPSN, Leave Details, Eligibility Details
Data Transfer	8	Leave Management receives confirmation email from LHR and adds to case notes	Leave Management	CMS / Outlook	Personal	Name, PPSN, Leave Details, Eligibility Details
Data Usage	9	Leave Advisor updates HRMS with commence Career Break and enters Expected Return date on Employment Data tab. Position info is removed	Leave Management	HRMS	Personal	Name, PPSN, Leave Details
Data Usage	10	Leave Advisor updates HRMS with amended annual leave entitlement	Leave Management	HRMS	Personal	Name, PPSN, Leave Details
Data Usage	11	Leave Advisor adds case note with HRMS update and Annual Leave Calculator	Leave Management	CMS	Personal	Name, PPSN, Leave Details
Data Transfer	12	Leave Advisor prepares Confirmation of Career Break letter and places in mailing bin for posting to officer	Leave Management	Mailing Bin	Personal	Name, PPSN, Leave Details, Home Address
Data Storage	13	Leave Advisor uploads a copy of letter to the DMS and adds a link to case notes	Leave Management	DMS / CMS	Personal	Name, PPSN, Leave Details, Leave Type, Department Details
Data Transfer	14	Leave Advisor sends notification to Officer cc Line Manager (LM) and LHR confirming career break details	Leave Management	CMS	Personal	Name, Leave Details, Business email
Data Transfer	15	If officer is in receipt of travel pass, Leave Advisor emails the Schemes team to advise that the officer will be commencing Career Break	Leave Management	Outlook / CMS	Personal	Name, Leave Details, PPSN

Data Usage	16	Leave Advisor adds note for Pay Team to case	Leave Management	CMS	Personal	Name, Leave Details
Data Usage	17	Second Leave Advisor audit checks the case	Leave Management	CMS	Personal	Name, Leave Details, Leave Type, Department Details, Manager Details, Contact Details, Any comments, Eligibility Details
Data Transfer	18	Second Leave Advisor assigns case to Payroll	Leave Management	CMS	Personal	Name, Leave Details, Leave Type, Department Details, Manager Details, Contact Details, Any comments, Eligibility Details
Data Transfer	19	Payroll perform PAF process and close the case	Payroll	CMS	Personal	Name, Leave Details, Leave Type, Department Details, Manager Details, Contact Details, Any comments, Eligibility Details