

Process Id# :: 1431
Process Name :: Administer Committee Case
Date Last Updated :: 24/07/2019

Description ::

If a person entitled to a superannuation award is a Ward of Court or has appointed a representative under a power of attorney, the query is processed through a committee case.

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 - 5.2.10.1 Administer Committee Case		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1a	PSSC sends in application forms for Committee case. Documents are added to CMS case and assigned to Pensions team	PSSC	DMS/CMS Mailing Room	Personal	Name, PPSN, Address, Bank details
Data Transfer	1b	PSSC emails in application forms for Committee case. Documents are added to CMS case and assigned to Pensions team	PSSC	CMS/Outlook	Personal	Name, PPSN, Address, Bank details
Data Capture	2	Retirements advisor checks forms to ensure they are completed fully.	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Bank details
Data Transfer	3	Retirements Advisor returns forms to applicant, if forms are not completed	Retirements (Preparer)	Mailing Bin	Personal	Name, PPSN, Address, Bank details
Data Transfer	3.1	Applicant returns forms and they are added to case notes	Applicant	CMS	Personal	Name, PPSN, Address, Bank details
Data Transfer	4	Retirements Advisor assigns case to Team Lead(HEO) for sign off	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Bank details
Data Capture	5	Team Lead checks case	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Bank details
Data Usage / Data Transfer	6	Team Lead adds note to case confirming sign off and assigns case back to Advisor	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Bank details

Data Transfer	7	Retirements Advisor assigns case to PSSC confirming sanction of process and to put into payment	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Bank details
Data Transfer	7.1	*Exception* Retirements advisor emails case details to OSI/RSA Pay Centre confirming sanction of process and to put into payment	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Address, Bank details
Data Transfer	8	Retirements Advisor prepares and prints letter containing Confirmation of process sanction for posting to applicant	Retirements (Preparer)	H:Drive Printer Mailing Bin	Personal	Name, PPSN, Address, Bank details
Data Storage	9	All relevant docs uploaded to DMS or added to H:drive for penusers	Retirements (Preparer)	DMS H:Drive	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Retention	10	Retirements Advisor closes case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details