Process Id# :: **1433**

Process Name :: **Calculate and Payment of Death/Preserved Death Gratuity**

Date Last Updated :: **24/07/2019**

Description ::

The transaction of calculating and instructing payment of a death gratuity to a Civil Servant's estate after the Civil Servant dies in service, or after having left service, dies with future entitlements to a preserved pension.

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 - 5.2.7.2 Calculate Death\Preserved Death Gratuity	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage	1	From process 5.2.7.1. Retirements Advisor populates Gratuity Calculator	Retirements (Preparer)	H:Drive	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Storage	2	Retirements Advisor attaches Calculator to Case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	3	Retirements Advisor assigns case to Analyst for 4 Eye Check	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Capture	4	Analyst checks step 1	Retirements (Analyst)	CMS H:Drive	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Usage	5	Analyst adds note to case confirming 4 Eye Check	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	6	Analyst assigns case to Team Lead for Sign Off	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Capture	7	Team Lead checks step 1	Retirements (Team Lead)	CMS H:Drive	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount

Data Usage	8	Team Lead adds note to case confirming Sign Off	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	9	Team Lead assigns case to Advisor for processing	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	10	Retirements Advisor informs applicant of calculation figures. Case can be closed at this point until probate is finished.	Retirements	Post/CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Usage / Data Transfer	11	When case is reopened, Analyst prints calculations and transfers to Team Lead	Retirements (Analyst)	Printer CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Usage / Data Transfer	12	Team Lead signs printed calculations and transfers to Advisor	Retirements (Team Lead)	Hardcopy	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Storage	13	Advisor scans signed calculations and uploads to DMS and case notes	Retirements (Preparer)	Printer CMS DMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	14	Advisor sends scanned figures to PSSC via CMS case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Death Gratuity amount
Data Transfer	15	Retirements Advisor updates HRMS pension page	Retirements (Preparer)	HRMS	Personal	Name, PPSN, and Death Gratuity amount
Data Transfer	16	Advisor verbally requests 4 eye check of HRMS update from Peer Checker	Retirements (Preparer)	HRMS CMS	Personal	Case ID
Data Capture	17	Peer Checker checks step 15	Retirements (Peer Checker)	HRMS	Personal	Name, PPSN, and Death Gratuity amount
Data Transfer	18	Peer Checker adds note to case confirming Peer Check	Retirements (Peer Checker)	CMS	Personal	Name, PPSN, and Death Gratuity amount
Data Storage	19	Retirements Advisor closes case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details