

**Process Id# :: 1434**  
**Process Name :: Pension Revision**  
**Date Last Updated :: 24/07/2019**

**Description ::**

A pension revision is carried out if a change in salary or service is confirmed after retirement.

**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 - 5.2.8.3 Pension revision		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Retirement Advisor receives written request to revise a pension that is in payment.	Officer LHR	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	1a	Retirement Advisor receives written request to revise a pension that is in payment.	Officer	Post	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Usage / Data Storage	2	Retirements Advisor raises case on CMS and adds request to notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Capture / Data Usage	3	Retirements Advisor searches CMS for original pension case. If it exists, it is related to Pension Revision case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	4	Retirement Advisor emails PSS to confirm new salary or allowance information to be used in calculation.	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer / Data Storage	5	Retirements Advisor receives information from PSS and adds email to case notes	PSS	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Usage	6	Retirement Advisor inputs service and salary details into retirement calculator	Retirements (Preparer)	H:Drive	Personal	Name, PPSN, Address, Service and Salary and Pension Details

<b>Data Storage</b>	7	Retirements Advisor saves calculations to case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	8	Retirements Advisor assigns case to Analyst for 4 Eye Check	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Capture</b>	9	Retirements Analyst checks step 6	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Usage / Data Transfer</b>	10	Retirements Analyst adds note to case confirming 4 Eye Check and assigns to Team Lead for second 4 Eye Check	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Capture</b>	11	Retirements Team Lead checks step 6	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Usage / Data Transfer</b>	12	Retirements Team Lead adds note to case confirming 4 Eye Check and assigns to Advisor	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Usage / Data Transfer</b>	13	Retirements Advisor prints calculations and transfers to Team Lead for signing	Retirements (Preparer)	Printer	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Usage / Data Transfer</b>	14	Retirements Team Lead signs printed calculations and returns to Advisor	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Storage</b>	15	Retirements Advisor scans signed calculations and adds to case notes	Retirements (Preparer)	Printer Outlook CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	16	Retirements Advisor assigns case to PSS for action	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	16a	For RSA and OSI, Retirements Advisor emails figures to Pay Centre	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details

<b>Data Transfer</b>	17	Retirements Advisor sends new figures to officer	Retirements	Post	Personal	Name, PPSN, Address, Service, Salary and Pension Details
<b>Data Usage</b>	18	Retirements Advisor completes case checklist and adds to case notes	Retirements	H:Drive CMS	Personal	Name, Case ID
<b>Data Usage</b>	19	Retirements Advisor updates HRMS profile	Retirements	HRMS	Personal	Name, PPSN and retirement date
<b>Data Storage</b>	20	Retirements Advisor uploads all documents to DMS	Retirements	DMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details