

**Process Id# ::** 1435  
**Process Name ::** Pensions Calculations for Spouse, Civil Partners & Children's Pensions  
**Date Last Updated ::** 24/07/2019

**Description ::**

When a person in receipt of a pension dies and was a member of the Spouse and Children's Scheme, a pension is calculated for any eligible spouse/civil partner and/or eligible children.

**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 - 5.2.8.2 Calculate - Spouses', Civil Partners' and Children's Pensions		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage / Data Storage	1	From process 5.2.8.1, Retirements advisor enters details submitted from PSSC in previous process into excel calculation sheet and attaches this to CMS case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Exit date
Data Transfer	2	Retirements Advisor assigns case to Analyst for 4 Eye Check	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Capture	3	Analyst checks step 1	Retirements (Analyst)	CMS		Name, PPSN, Address, Service and Salary and Pension Details
Data Usage / Data Transfer	4	Analyst adds note to case confirming 4 Eye Check and assigns to Team Lead for sign off	Retirements (Analyst)	CMS		Name, PPSN, Address, Service and Salary and Pension Details
Data Capture	5	Team Lead checks step 1	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Usage / Data Transfer	6	Team Lead adds note to case confirming sign off and assigns to Advisor	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details

<b>Data Usage / Data Transfer</b>	7	Retirements Advisor prints calculations and gives to Team Lead for signature	Retirements (Preparer)	CMS Printer	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	8	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 Transfer</b>	9	Retirements Advisor scans signed calculations and attaches to case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	10	Retirements Advisor sends scanned figures to PSSC	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	10a	*Exception* Retirements Advisor emails scanned figures to RSA or OSI Pay Centre	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Transfer</b>	11	Retirements Advisor sends template letter with confirmation of figures to applicant	Retirements (Preparer)	Mailing Bin	Personal	Name, PPSN, Address, Service, Salary and Pension Details
<b>Data Storage</b>	12	All relevant docs uploaded to DMS and attached to case notes	Retirements (Preparer)	DMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
<b>Data Retention</b>	13	Retirements Advisor closes case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID