

Process Id# :: 1436
Process Name :: Pensions Calculations for Ill Health and Short Service Gratuity
Date Last Updated :: 24/07/2019

Description ::

If an officer has been granted retirement on the grounds of ill health, an ill health retirement case will be processed, If an officer has less than the minimum requirement of 5 years' service, a short service gratuity will be processed.

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 - 5.2.9.1 Receive instructions from PSBs & perform Short Service Gratuity or ill Health retirement calculation		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	From 5.2.9, Retirements advisor receives case in CMS with IHR1 form attached. IHR1 form is sourced by exit team as part of their process 4.3.1b	Retirements	CMS	Personal	Name, PPSN, Exit date
Data Capture	2	Retirements advisor looks at HRMS record of ill health retiree that IHR1 concerns. Determines whether or not they have 5 years of service or not.	Retirements	CMS	Personal	Name, PPSN, Exit date
Data Usage	3	If applicant has less than 5 years of service then retirements advisor follows process 5.2.5.2 but uses Short Service Gratuity excel calculation sheet	Retirements	CMS	Personal	Name, PPSN, Exit date
Data Usage	4	If applicant has more than 5 years of service then retirements advisor follows process 5.2.5.2 but uses ill health retirement excel calculation sheet	Retirements	CMS	Personal	Name, PPSN, Exit date