

Process Id# :: 1437
Process Name :: Receive Information on Spouse, Civil Partners & Children's Pensions
Date Last Updated :: 24/07/2019

Description ::

When applications are received for Spouses and Children's Pensions, confirmation of entitlement is checked and where an entitlement exists, application forms are reviewed to ensure they are completed correctly.

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 - 5.2.8.1 Receive information - Spouses', Civil Partners' and Children's Pensions | | Owner | Storage Location | Personal / Sensitive Data | Data Items |
|----------------------|--|---|--------------|-------------------------|----------------------------------|---|
| Data Transfer | 1 | After death of pensioner, PSSC posts in paperwork detailing application for Spouse and Children's Pension, this is scanned and put onto CMS by D&RM | PSS | CMS | Personal | Name, PPSN, pension details, address, date of birth and death |
| Data Capture | 2 | Retirements advisor confirms pensioners membership of Spouse and Children's Scheme by viewing HRMS pension page. | Retirements | File | Personal | Name, PPSN |
| Data Transfer | 2a | If pensioner was not a member of Spouse and Children's scheme then template letter issued to applicant and process ends and case closed | Retirements | Mailing Bin CMS | Personal | Name, address |
| Data Transfer | 3 | Retirements advisor emails PSSC CMS case number for their reference and email is added to case notes | Retirements | Outlook CMS | Personal | Name, PPSN, Case ID |
| Data Capture | 4 | Retirements advisor confirms all paperwork is in order. | Retirements | CMS | Personal | Name, PPSN, Address |
| Data Transfer | 4a | If paperwork is not in order, Retirements Advisor posts out new forms to applicant. | Retirements | Mailing Bin | Personal | Name, Address |

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|----------------------|----|---|-------------|------|----------|--------------------------------------|
| Data Capture | 5 | Retirements advisor checks HRMS pension page to see if there is a Pension Adjustment Order(PAO) | Retirements | HRMS | Personal | Name, PPSN |
| Data Transfer | 5a | If there is a PAO on file, forms sent to beneficiary of PAO | Retirements | Post | Personal | Name, Address, |
| Data Transfer | 6 | Retirements Advisor receives completed forms and moves to process 5.2.8.2 | Beneficiary | CMS | Personal | Name, Address, PPSN, Service Details |