

Process Id# :: 1438
Process Name :: Receive Information on Death in Service
Date Last Updated :: 24/07/2019

Description ::

When an officer dies in service or dies after having left service with preserved pension entitlements, a request is received to process the a death gratuity and/or spouse and children’s pensions if any.

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 - 5.2.7.1 Receive Relevant Information on Death in Service Death with Preserved Entitlement		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 4.3.1a.3, Retirements advisor receives case requesting to process Death in Service/Death with Preserved Entitlement	Retirements	CMS	Personal	Name, PPSN
Data Capture	2	Retirements Advisor views officer's HRMS profile	Retirements	HRMS	Personal	Name, PPSN, Address, Date of Birth, Service details
Data Usage	3	Retirements Advisor completes EGEN form	Retirements	H:Drive	Personal	Name, PPSN, Address, Date of Birth, Service details
Data Storage	4	Retirements Advisor adds EGEN to case notes and adds note for PSS	Retirements	CMS	Personal	Name, PPSN, Address, Date of Birth, Service details
Data Transfer	5	Retirements Advisor assigns case to PSS	Retirements	CMS	Personal	Name, PPSN, Address, Date of Birth, Service details
Data Transfer	5a	*Exception* RSA and OSI PayCentres are emailed and email is added to case notes	Retirements	Outlook CMS	Personal	Name, PPSN, Address, Date of Birth, Service details

Data Transfer	6	PSS assigns case to Retirements with completed EGEN	PSS	CMS	Personal	Name, PPSN, Address, Date of Birth, Service details, salary and allowance information
Data Transfer	6a	*Exception* RSA and OSI PayCentres emails completed EGEN to Retirements and Retirements Advisor adds email to case notes	PSS	Outlook CMS	Personal	Name, PPSN, Address, Date of Birth, Service details, salary and allowance information
Data Transfer	7	Local HR adds Death Cert and application forms completed by spouse to case	LHR	Post		Name, PPSN, Address, Date of Birth, Bank details
Data Capture	8	Retirements views Pension details on HRMS to confirm membership of Spouse & Children's (S&C)	Retirements	HRMS	Personal	Name, PPSN, Pension Details
Data Retention	9	If not a member of S&C, retirements advisor closes case	Retirements	CMS	Personal	Name, PPSN, case ID
Data Usage	9a	If a member of S&C, Retirements Advisor moves to process 5.2.7.2	Retirements	CMS	Personal	Name, PPSN, case ID