Process Id# ::   **1439**
Process Name ::   **Access the Pension Service System**
Date Last Updated ::   **24/07/2019**

Description ::

Where an officer doesn't have access to the self-service system the team can generate a Pension Service statement on their behalf.

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 - 5.2.1.2 Access the Pension Service System	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Pensions Advisor receives request from officer to generate Pension Service Statement (PSS)	Officer	Phone Outlook	Personal	Name, PPSN, Date of Birth, Service details
Data Usage	2	Pensions Advisor raises case with details of request	Pensions Team	CMS	Personal	Name, PPSN
Data Extraction	3	Pensions Advisor generates PSS from officer's HRMS profile	Pensions Team	HRMS	Personal	Name, PPSN, Date of Birth, Service details
Data Extraction	4	Pension Advisor exports Pensions Service Statement (PSS) from HRMS to a pdf file.	Pensions Team	HRMS G:Drive	Personal	Name, PPSN, Date of Birth, Service details
Data Transfer	5	Pensions Advisor attaches file to email and sends to officer	Pensions Team	Outlook	Personal	Name, PPSN, Date of Birth, Service details
Data Storage	6	Pensions Advisor adds email and PSS to case notes	Pensions Team	CMS	Personal	Name, PPSN, Date of Birth, Service details
Data Retention	7	Pensions Advisor closes case	Pensions Team	CMS	Personal	Name, PPSN, Date of Birth, Service details