

Process Id# :: 1440
Process Name :: Receive Request regarding Shortfall of Contributions to Spouse and Children
Date Last Updated :: 24/07/2019

Description ::

The transaction of calculating the cost of paying contributions to the Spouses and Children’s Pension Scheme at the request of a Civil Servant who has a shortfall of contributions paid into the Scheme.

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 - 5.2.3f.1 Receive request regarding shortfall of S&C Contributions	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1 From 5.2.3b.1/5.2.3d.2/5.2.3e.1 or 5.2.5.2, retirements advisor determines there is a short fall in Spouse and Children's(S&C) contributions for employee.	Retirements (Preparer)	CMS	Personal	Name, PPSN, Service Details
Data Capture	2 Retirements advisor confirms which S&C scheme employee is a member of and associated policies on covering shortfall	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Service Details
Data Transfer	3 Retirements advisor calculates with use of Excel template how much is owed to cover the shortfall	Retirements (Preparer)	H:Drive	Personal	Name, PPSN, Service Details
Data Storage	4 Retirements advisor ads calculator to case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Service Details
Data Transfer	5 Retirements Advisor assigns case to Analyst for checking	Retirements (Preparer)	CMS	Personal	Name, PPSN, Service Details
Data Capture	6 Analyst checks calculations	Retirements (Analyst)	CMS	Personal	Name, PPSN, Service Details
Data Usage / Data Transfer	7 Analyst adds note to case confirming 1st check and assigns to Team Lead for Sign Off	Retirements (Analyst)	CMS	Personal	Name, PPSN, Service Details

Data Capture	8	Team Lead checks calculations	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Service Details
Data Usage / Data Transfer	9	Team Lead adds note to case confirming Sign Off and reassigns case to Preparer	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Service Details
Data Usage	10	Retirements Advisor moves to process 5.2.3b.1/5.2.3d.2/5.2.3e.1 or 5.2.5.2	Retirements (Preparer)	CMS	Personal	Name, PPSN, Service Details