

Process Id# :: 1441
Process Name :: Administer Court Served Pension Adjustment Order
Date Last Updated :: 24/07/2019

Description ::

The receipt of a Pension Adjustment Order served by the Courts Service on behalf of a member of a Civil Service Pension 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 - 5.2.11.4 Administer Court Served PAO		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	Courts Service sends in Pension Administration Order(PAO) via post	Doc Man	DMS/CMS/H drive	Personal	Name, PPSN, Address
Data usage	2	Pensions Advisor creates letter confirming acceptance of Pension Adjustment order.	Retirements	Word/CMS	Personal	Name, PPSN, Address
Data Transfer	2a	Advisor posts letter to member and non-member of Civil Service Pension scheme confirming acceptance of Pension Adjustment order.	Retirements	Post	Personal	Name, PPSN, Address
Data Transfer	3	Advisor updates HRMS pension page of member with details of PAO	Retirements	HRMS	Personal	Name, PPSN, Address
Data Transfer	3a	Advisor adds PAO to Family Law file	Retirements	Secure File Room	Personal	Name, PPSN, Address