Process Id# ::   **1442**
Process Name ::   **Administer Draft Pension Adjustment Order**
Date Last Updated ::   **24/07/2019**

Description ::

The receipt of a draft Pension Adjustment Order (PAO) from a member of a Civil Service Pension Scheme or a solicitor acting on their behalf to determine if the PAO is in an acceptable format.

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 - 5.2.11.3 Administer Draft PAO	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	Solicitor, acting on behalf of member of Civil Service pension scheme, sends in a draft Pensions Adjustment Order (PAO) for review.	Doc Man	DMS/CMS	Personal	Name, PPSN, Address
Data Capture	1a	If advisor confirms contents are acceptable, go to Step 3	Retirements	Secure File Room	Personal	Name, PPSN, Address
Data usage	2	If contents unacceptable, Pensions Advisor creates letter confirming contents unacceptable	Retirements	Word/CMS	Personal	Name, PPSN, Address
Data Transfer	2a	Advisor returns PAO to Solicitor for amendments via post or email	Retirements	Post/Outlook	Personal	Name, PPSN, Address
Data Transfer	3	Advisor confirms, via letter, to Solicitor that draft PAO is acceptable.	Retirements	Post	Personal	Name, PPSN, Address
Data Transfer	3a	Draft PAO added to Family Law file in secure file room	Retirements	Secure File Room	Personal	Name, PPSN, Address