

Process Id# :: 1443
Process Name :: Administer Family Law Cases
Date Last Updated :: 24/07/2019

Description ::

The transaction of services in the matter of Family Law as pertaining to a Civil Servants' 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 Administer Family Law Case		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	Request received from member of Civil Service pension scheme regarding Family Law Issue(Divorce/Separation)	Officer	Post	Personal	Name, PPSN, Address
Data Capture	1a	Request received from member of Civil Service pension scheme regarding Family Law Issue(Divorce/Separation)	Officer	Email	Personal	Name, PPSN, Address
Data Capture	1b	Request received from member of Civil Service pension scheme regarding Family Law Issue(Divorce/Separation)	Officer	CMS	Personal	Name, PPSN, Address
Data Usage	2	Based on Information received, Advisor creates Family Law file and adds to separate secure family law file room	Retirements	Secure file room	Personal	Name, PPSN, Service details, Remuneration, Pension Entitlements, Death Gratuity, Date of Birth
Data Usage	3	Advisor creates letter from template requesting permission to release information to relevant third parties e.g. Solicitors for member	Retirements	CMS	Personal	Name, PPSN, address
Data Transfer	4	Advisors sends letter out to member requesting permission to release information to relevant third parties e.g. Solicitors for member	Retirements	Post	Personal	Name, address
Data Usage	5	Advisor continues with relevant process	Retirements	CMS	Personal	Name, Address, PPSN, Service Details