

Process Id# :: 1444
Process Name :: Administer Notice to Trustees
Date Last Updated :: 24/07/2019

Description ::

A Notice to Trustees is received in respect of a Family Law hearing involving 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 - 5.2.11.1 Administer Notice to Trustees		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Courts Service posts in an alert that there is an upcoming Family Law hearing concerning a member of our Pension scheme. Doc Man uploads this to DMS and CMS. Courts Service post received regarding upcoming Family Law Hearing to Docman.	Courts Service	DMS/CMS Mailing Room	Personal	Name, PPSN, Address
Data Transfer	1a	Docman Advisor uploads the letter to DMS and attaches to or creates the CMS case. The case is assigned to Retirements team	Doc Man	DMS/CMS Mailing Room	Personal	Name, PPSN, Case ID
Data Transfer	2	Pensions Advisor responds confirming receipt of notice.	Retirements	Post	Personal	Name, PPSN, Address, Case ID
Data Transfer	2a	All docs then added to Family Law File in secure file room.	Retirements	Secure File room	Personal	Name, PPSN, Address, Case ID
Data Transfer	2b	All documents uploaded to the DMS, a copy of these then added to Family Law File in secure file room.	Retirements	DMS/Secure File room	Personal	Name, PPSN, Address, Case ID