Process Id# ::   **1445**
Process Name ::   **Calculate, Inform & Update Retirement Details**
Date Last Updated ::   **24/07/2019**

Description ::
A calculation of the officers retirement benefits based on their salary and service details.

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 - 5.2.5.3 Calculate, inform and update the Retirement details	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	From process 5.2.5.2. Retirement Advisor inputs service and salary details into retirement calculator	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	2	Retirement calculation sent to EO for 4 eye check	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Usage	3	Analyst confirms figures	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	4	If correction is required XLS returned to advisor	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	5	EO reassigns figures to HEO for approval and 2nd 4 eye check	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	5a	HEO returns calculations to CO	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Usage	6	CO prints calculations	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details

Data Transfer	6a	HEO signs printed calculations	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	6b	CO scans signed calculations	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	7	CO sends scanned figures to PSSC	Retirements	CMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	8	CO emails scanned figures to Pay Centre	Retirements	Outlook	Personal	Name, PPSN, Address, Service and Salary and Pension Details
Data Transfer	8a	Pension figures posted to Retiree	Retirements	Post/CMS	Personal	Name, PPSN, Address, Service, Salary and Pension Details
Data Usage	9	Case checklist filled out	Retirements	Paper/CMS	Personal	Name
Data Usage	10	HRMS pension page updated	Retirements	HRMS	Personal	Name, PPSN and retirement date
Data Storage	11	All relevant docs uploaded to DMS	Retirements	DMS	Personal	Name, PPSN, Address, Service and Salary and Pension Details