Process Id# ::   **1446**

Process Name ::   **Check Pension Details on Internal Transfer/Secondment**

Date Last Updated ::   **24/07/2019**

Description ::

Check carried out to ensure employee is recorded on the correct pension scheme on HRMS.

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 - 5.2.2.2 Check Pension Details on Internal Transfer / Secondment	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From 1.1.10, Retirements advisor receives task in CMS to determine if any change is required to an officers pension page in HRMS	OSM	CMS	Personal	Name, PPSN, Exit date
Data Capture	2	Retirements advisor views HRMS profile	Retirements	HRMS	Personal	Name, PPSN
Data Usage	2a	If no update is required then process ends and task closed	Retirements	CMS	Personal	Name, PPSN
Data Transfer	2b	If update is required, Retirements Advisor emails LHR requesting instruction	Retirements	Outlook	Personal	Name, PPSN, Exit date
Data Storage	3	Retirements Advisor adds email to case notes	Retirements	CMS	Personal	Name, PPSN, Exit date
Data Transfer	4	Retirements Advisor receives instruction from LHR	LHR	Outlook	Personal	Name, PPSN, Exit date
Data Storage	5	Retirements Advisor adds email from LHR to case notes	Retirements	CMS	Personal	Name, PPSN, Exit date
Data Transfer	6	If update is required, move to process 5.2.2.4	Retirements	CMS	Personal	Name, PPSN, Exit date