Process Id# ::   **1448**
Process Name ::   **Inform & Update info on Contributions Owed**
Date Last Updated ::   **24/07/2019**

Description ::

The transaction of informing a Civil Servant wishing to repay a shortfall of Spouses' and Children's Scheme contributions of the cost and arranging for the cost to be paid should the Civil Servant wish to proceed with payment.

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 - 5.2.3f.2 Inform & Update info on Contributions Owed	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From 5.2.3f.1, retirements advisor informs Officer of cost of Spouse and Children's contributions shortfall. Case closed until response is received.	Retirements (Preparer)	Outlook CMS	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Transfer	1a	From 5.2.3f.1, retirements advisor prepares and prints letter to Officer of cost of Spouse and Children's contributions shortfall. Case closed until response is received.	Retirements (Preparer)	Mailing Bin CMS	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Capture	2	Retirements Advisor receives response from officer by email	Officer	Outlook	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Capture	2a	Retirements Advisor receives response from officer by post	D&RM	Mailing Bin	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Usage	3	Retirements Advisor reopens case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Repayment details, Case ID

Data Transfer	3a	Retirements Advisor adds email/letter to case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Transfer	4	If officer wishes to proceed with repayment, Retirements Advisor informs raises task for Pay Team. Move to process 4.2.4	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Repayment details
Data Transfer	4a	Retirements Advisor receives confirmation from Pay Team that deductions have commenced	Pay Team	CMS	Personal	Name, PPSN, Case ID, Repayment details
Data Usage	5	Retirements Advisor updates HRMS pension page with Officers decision and details of repayment	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Case ID, Repayment details
Data Transfer	6	Retirements Advisor verbally requests 4 eye check by peer	Retirements (Preparer)	CMS	Personal	PPSN, Case ID
Data Capture	7	Peer Checker checks steps 2-5	Retirements (Peer Checker)	CMS HRMS	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Usage	8	Peer Checker adds note to case confirming 4 Eye Check	Retirements (Peer Checker)	CMS	Personal	PPSN, Case ID
Data Transfer	9	Retirements Advisor responds to Officer informing that contributions owed information on HRMS pension page has been updated via email	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Transfer	9a	Retirements Advisor prepares and prints letter to officer informing that contributions owed information on HRMS pension page has been updated	Retirements (Preparer)	Post	Personal	Name, PPSN, Address, Repayment details, Case ID
Data Retention	10	Retirements Advisor closes case	Retirements (Preparer)	CMS	Personal	PPSN, Case ID