Process Id# :: 1449
Process Name :: **Inform & Update Marriage Gratuity**
Date Last Updated :: 24/07/2019

Description ::

The transaction of calculating the cost to repay a marriage gratuity awarded in respect of previous service for a Civil Servant who is considering repaying the amount so that it can be included with their current service for pension purposes.

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 - 5.2.3e.2 Inform & Update Marriage Gratuity	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1a	From 5.2.3e1. Retirements advisor sends cost of repayment to applicant	Retirements (Preparer)	Outlook	Personal	Name, address, cost of repayment
Data Transfer	1b	From 5.2.3e1. Retirements advisor prints and prepares cost of repayment for posting to applicant	Retirements (Preparer)	Mailing Bin	Personal	Name, address, cost of repayment
Data Transfer	2	Retirements advisor receives response from officer	Officer	Outlook Incoming Post	Personal	Name, address, cost of repayment
Data Storage	3	Retirements advisor adds response to case notes	Retirements (Preparer)	CMS	Personal	Name, address, cost of repayment
Data Capture	4	Retirements Advisor views instruction from officer	Retirements (Preparer)	CMS	Personal	Name, address, cost of repayment
Data Transfer	5a	If officer declines to proceed, please move to step 14. If payment is to be made via EFT, Retirements Advisor sends LHR Bank details to officer	Retirements (Preparer)	Outlook	Personal	Name, LHR Bank Details, Cost of repayment
Data Transfer	5b	If payment is to be made via EFT, Advisor prepares and prints letter with LHR Bank details for posting to officer	Retirements (Preparer)	Mailing Bin	Personal	Name, LHR Bank Details, Cost of repayment

Data Transfer	6	Advisor notifies LHR of upcoming payment and requests confirmation of receipt	Retirements (Preparer)	Outlook	Personal	Name, address, cost of repayment
Data Transfer	7	Local HR confirms receipt of payment via EFT	LHR	Outlook	Personal	Name, address, cost of repayment
Data Storage	8	Retirements Advisor adds email from LHR to case notes	Retirements (Preparer)	CMS	Personal	Name, address, cost of repayment
Data Usage	9	Retirements Advisor updates officer's HRMS profile with repayment details	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Case ID, Cost of Repayment
Data Transfer	10	Retirements Advisor verbally requests 4 eye check by peer. Peer adds note to CMS.	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Cost of Repayment
Data Capture	11	Peer Checker confirms steps 1-9 have been competed correctly	Retirements (Peer Checker)	CMS HRMS	Personal	Name, Address, PPSN, Case ID, Cost of Repayment
Data Usage	12	Peer Checker adds note to case confirming 4 Eye check is complete	Retirements (Peer Checker)	CMS	Personal	Name, PPSN, Case ID, Cost of Repayment
Data Transfer	13a	Retirements advisor notifies officer that payment has been received and their pension details updated	Retirements (Preparer)	Outlook	Personal	Name, address, cost of repayment
Data Transfer	13b	Retirements advisor prepares and prints letter confirming payment has been received and their pension details updated for posting to officer	Retirements (Preparer)	Mailing Bin	Personal	Name, address, cost of repayment
Data Capture	14	Retirements Advisor updates HRMS profile with repayment details and officer decision to not repay	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Repayment details, Case ID
Data Usage	15	Advisor verbally requests 4 eye check by peer	Retirements (Preparer)	Post/CMS	Personal	Name, address, cost of repayment
Data Capture	16	Peer Checker confirms step 14 has been completed correctly	Retirements (Peer Checker)	CMS HRMS	Personal	Name, Address, PPSN, Case ID, Cost of Repayment
Data Usage	17	Peer Checker adds note to case confirming 4 Eye check is complete	Retirements (Peer Checker)	CMS	Personal	Name, PPSN, Case ID, Cost of Repayment

Data Transfer	18a	Advisor responds to applicant informing that Marriage Gratuity has been added to HRMS pension page as potential service	Retirements (Preparer)	Outlook	Personal	Name, address, cost of repayment
Data Transfer	18b	Advisor prepares and prints letter informing that Marriage Gratuity has been added to HRMS pension page as potential service for posting to officer	Retirements (Preparer)	Post	Personal	Name, address, cost of repayment
Data Usage	19	Advisor adds correspondence to case notes and closes case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Cost of Repayment