Process Id# ::   **1450**

Process Name ::   **Inform & Update Purchase of Service Details**

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

Description ::

The transaction of arranging for a Civil Servant to pay the cost of purchasing service for pension purposes as per the purchase of service agreement entered into by the Civil Servant.

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 - 5.2.3a.3 Inform & Update Purchase Service Details (Periodic Deductions)	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 5.2.3a.2: Retirements receive email from Officer indicating they wish to Purchase Service via periodic deductions	Officer	Outlook	Personal	Name, PPSN, Purchase of Service details
Data Usage	2	Advisor creates child case with details of purchase	Retirements (Preparer)	CMS	Personal	Name, PPSN, Purchase of service details
Data Transfer	3	Advisor assigns child case to Pay Team	Retirements (Preparer)	CMS	Personal	Name, PPSN, Purchase of service details
Data Usage	4	Advisor updates customers pension page in HRMS with purchase of service details	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Purchase of service details
Data Transfer	5	Advisor verbally requests 4 Eye Check from Peer	Retirements (Preparer)	Verbal	Personal	Name, Case ID
Data Capture	6	Peer Checker captures Advisor actions in steps 1-4	Retirements (Peer Checker)	CMS HRMS	Personal	Name, PPSN, Purchase of service details
Data Usage	7	Peer Checker adds note to case confirming 4 Eye Check	Retirements (Peer Checker)	CMS	Personal	Name, Case ID
Data Transfer	8	Advisor informs customer that their pension page in HRMS has been updated with additional service details	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Purchase of service details
Data Retention	9	Advisor closes case	Retirements (Preparer)	CMS	Personal	Name, Case ID

Data Stage	Process - 5.2.3a.3 Inform & Update Purchase Service Details (Lump Sum)		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 5.2.3a.2: Retirements receive email from Officer indicating they wish to pay for Purchase of Service via lump sum	Officer	Outlook	Personal	Name, PPSN, Purchase of service details
Data Transfer	2	Advisor requests customer to send payment to Local HR by EFT or cheque	Retirements (Preparer)	Outlook	Personal	Name, PPSN, Purchase of service details
Data Transfer	3	Local HR confirms receipt of lump sum payment	LHR	Outlook	Personal	Name, PPSN, Purchase of service details
Data Storage	4	Advisor adds email from LHR to CMS case	Retirements (Preparer)	CMS	Personal	Name, PPSN
Data Transfer	5	Advisor uploads email from LHR to DMS	Retirements	DMS	Personal	Name, PPSN, Purchase of service details
Data Usage	6	Advisor updates customers pension page in HRMS with purchase of service details	Retirements	HRMS	Personal	Name, PPSN, Purchase of service details
Data Transfer	7	Advisor verbally requests 4 Eye Check from Peer	Retirements (Preparer)	Verbal	Personal	Name, Case ID
Data Capture	8	Peer Checker captures Advisor actions in steps 1-6	Retirements (Peer Checker)	CMS HRMS	Personal	Name, PPSN, Purchase of service details
Data Usage	9	Peer Checker adds note to case confirming 4 Eye Check	Retirements (Peer Checker)	CMS	Personal	Name, Case ID
Data Transfer	10	Advisor informs customer that their pension page in HRMS has been updated with additional service details	Retirements	Outlook	Personal	Name, PPSN, Purchase of service details
Data Retention	11	Advisor closes case	Retirements (Preparer)	CMS	Personal	Name, Case ID