**Process Id# ::**        **1451**
**Process Name ::**        **Receive Information on Retirement**
**Date Last Updated ::**   **24/07/2019**


**Description ::**
In order to process an officer's retirement case we require the officer's personnel file, confirmation of their final salary and a pension declaration form to be completed.


## 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 - 5.2.5.2 Administer Retirement Process | Owner | Storage Location | Personal / Sensitive Data | Data Items |
|---|---|---|---|---|---|---|
| Data Transfer | 1 | Case received from the Exit Team/Officer/LHR | Exits/Officer/LHR | CMS | Personal | Name, PPSN, Exit date |
| Data Capture | 2 | Retirements Advisor views case details | Retirements | CMS | Personal | Name, PPSN, Exit date |
| Data Capture | 3 | For Ill Health Retirements (IHR), Retirement Advisor views completed IHR1 form | Retirements | CMS | Personal & Sensitive | Name, PPSN, DOB, Work Location, Health Status |
| Data Transfer | 4 | Retirements Advisor emails LHR requesting HR file | Retirements | Outlook | Personal | Name, PPSN, Exit date |
| Data Transfer | 4a | Retirements receives HR File | D&RM | Secure File Room | Personal & Sensitive | Data Subjects HR File to include, Name, PPSN, DOB, Salary, Medical Details, Leave Details, Absence Details, Address, Next of Kin |
| Data Transfer | 5 | Retirements Advisor prints blank Retirement Forms | Retirements | H:Drive | N/A | N/A |
| Data Capture | 5a | Retirements Advisor capture mailing address on CMS | Retirements | CMS | Personal | Name, PPSN, Mailing Address |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Data Usage / Data Transfer** | 5b | Retirements Advisor places forms in envelope, addresses envelope and transfers to D&RM for posting | Retirements | Hardcopy | Personal | Name, Address |
| **Data Capture** | 6 | Advisor captures dates on service on HRMS | Retirements | HRMS | Personal | Name, PPSN, Work history |
| **Data Usage** | 7 | Retirements Advisor completes EGEN 24 form | Retirements | H:Drive | Personal | Name, Address, PPSN, Service Details |
| **Data Transfer** | 8 | Retirements Advisor sends PA1102 and EGEN24 to PSS/Pay Centre | Retirements | CMS | Personal | Name, Address, PPSN, Service Details |
| **Data Transfer** | 9 | If there is a Pension Adjustment Order on file, Retirements Advisor prints Pension Application Forms | Retirements | Mailing Bin | Personal | Name, Address, Marital Status, Third Party details: Name, Address, Marital Status |
| **Data Capture** | 10 | Retirements Advisor captures mailing address of Third Party on Pension Adjustment Form | Retirements | DMS | Personal | Third Party details: Name, Address, Marital Status |
| **Data Usage / Date Transfer** | 10a | Retirements Advisor places forms in envelope, addresses envelope and transfers to D&RM for posting | Retirements | Mailing Bin | Personal | Third Party details: Name, Address, Marital Status |
| **Data Transfer** | 11 | Retirements Advisor receives PA1102 and EGEN24 from PSS/Pay Centre | PSS / Pay Centre | Outlook | Personal | Name, Address, PPSN, Service Details |
| **Data Transfer** | 12 | Retirements Advisor receives completed Retirement Forms | D&RM | Hardcopy | Personal | Name, Address, PPSN, Service Details, Exit Date |