

Process Id# :: 1452
Process Name :: Receive Pension Scheme Info for External Transfer/Secondment
Date Last Updated :: 24/07/2019

Description ::

The transaction of checking the pension data of a Civil Servant who is transferring externally or going on an external secondment, to determine if it requires updating on the HR Management System.

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 - 5.2.2.3 Receive Pension Schemes Info for External Transfer Secondment		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 1.1.10, Retirements Advisor receives a task with instruction to update officer's Pension record on HRMS	Retirements	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage	2	Retirements Advisor views Officer's HRMS pension data	Retirements	HRMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Storage / Data Retention	3	If no update is required, Retirements advisor adds note to case and closes task	Retirements	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Transfer	4	If information on Pension Page is not complete Retirements Advisor emails LHR requesting Pension Scheme confirmation	Retirements	Outlook	Personal	Name, PPSN, Start Date, Pension scheme
Data Transfer	5	Retirements Advisor receives confirmation from LHR	LHR	Outlook	Personal	Name, PPSN, Start Date, Pension scheme