Process Id# :: 1453

Process Name :: Receive Request regarding repaying Marriage Gratuity for Employees

Date Last Updated :: 24/07/2019

Description ::

The transaction of determining the cost to repay a marriage gratuity awarded to a current Civil Servant in respect of previous service.

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.1 Receive Request regarding Marriage Gratuity for Employees	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage	1	Employee sends in PA1124 form Case is created by D&RM ad assigned to Retirements	Officer	CMS DMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	2	Retirements advisor confirms that applicant is eligible to pay back gratuity, i.e. is still employed by Civil Service	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	3	Retirements advisor populates Calculator template and calculates gratuity amount	Retirements (Preparer)	H:Drive	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	4	Retirements advisor attaches this template to CMS case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Transfer	5	Retirements Advisor assigns case to Analyst for 4 Eye Check	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	6	Analyst reviews steps 2-5	Retirements (Analyst)	HRMS CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	7	Analyst adds note to case confirming 4 Eye Check	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received

Data Transfer	8	Analyst assigns case to Team Lead for sign off	Retirements (Analyst)	CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage	9	Team Lead reviews steps 2-4	Retirements (Team Lead)	HRMS CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received
Data Usage / Transfer	10	Team lead adds note to CMS case confirming sign off and reassigns case to advisor	Retirements (Team Lead)	CMS	Personal	Name, PPSN, Address, Amount of Marriage Gratuity received