

Process Id# :: 1454
Process Name :: Receive Request regarding Purchase of Service for Employee
Date Last Updated :: 24/07/2019

Description ::

The transaction of calculating the cost of purchasing service for pension purposes at the request of a 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.1 Receive Request regarding Purchase of Service for Employee | | Owner | Storage Location | Personal / Sensitive Data | Data Items |
|---------------|---|---|------------------------|------------------|---------------------------|--|
| Data Transfer | 1 | Officer sends in request to purchase service | Officer | CMS | Personal | Name, PPSN |
| Data Transfer | 1a | Officer sends in request to purchase service | Officer | Outlook | Personal | Name, PPSN |
| Data Usage | 1b | Advisor raises case on CMS | Retirements (Preparer) | CMS | Personal | Name, PPSN |
| Data Capture | 2 | Pensions Advisor views officer's service history on HRMS | Retirements (Preparer) | HRMS | Personal | Name, PPSN, DOB, Pension details, Employment History |
| Data Usage | 2a | If applicants prior service includes Marriage Gratuity or service requiring to be transferred then go to relevant processes, 5.2.3.(b) and 5.2.3(2) | Retirements (Preparer) | N/A | Personal | Name, PPSN, Exit date |
| Data Capture | 3 | Advisor checks eligibility as per Circular 16/79 | Retirements (Preparer) | HRMS | Personal | Name, address |
| Data Usage | 4 | Advisor calculates cost of purchase and adds template to Case notes | Retirements (Preparer) | G:Drive | Personal | Name, Address, PPSN, Service Details |
| Data Transfer | 5 | Advisor assigns case to Analyst for 4 Eye Check | Retirements (Preparer) | CMS | Personal | Name, Address, PPSN, Service Details |
| Data Capture | 6 | Analyst reviews Calculations | Retirements (Analyst) | CMS | Personal | Name, Address, PPSN, Service Details |

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|-----------------------|----|---|------------------------|---------|----------|--------------------------------------|
| Data Transfer | 7 | Analyst adds note to case confirming 4 Eye and reassigns to Preparer | Retirements (Analyst) | CMS | Personal | Name, Address, PPSN, Service Details |
| Data Transfer | 8 | Advisor emails Purchase figures to officer requesting approval to proceed | Retirements (Preparer) | Outlook | Personal | Name, Address, PPSN, Service Details |
| Data Storage | 9 | Advisor uploads all generated documents and communications to DMS | Retirements (Preparer) | DMS | Personal | Name, Address, PPSN, Service Details |
| Data Usage | 10 | Advisor adds links to files on DMS to case notes | Retirements (Preparer) | CMS | Personal | Name, Address, PPSN, Service Details |
| Data Retention | 11 | Advisor closes case pending decision from applicant | Retirements (Preparer) | CMS | Personal | Name, address |