Process Id# ::   **1455**

Process Name ::   **Receive the Pension Schemes Info on New Hire/Re Hire**

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

Description ::

The transaction of ensuring that a newly hired or re-hired Civil Servant's pension data on the HR Management System is accurate and up to date.

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 - 5.2.2.1 Receive the Pension Schemes Info on the new hire/rehire	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 1.1.10, Retirements Advisor receives a task from OSM	OSM	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Capture	2	Retirements Advisor views officer's Pension data on HRMS	Pensions Team	HRMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage	3	If employee is not currently in receipt of a civil service pension then go to process 5.2.2.4	Retirements Team	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage	4	If employee is currently in receipt of a civil service pension, Retirements Advisor raises case with abatement query	Retirements Team	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Transfer	5	Retirements Advisor assigns case to Pensions Team	Retirements Team	CMS	Personal	Name, PPSN, Start Date, Pension scheme