

Process Id# :: 1456
Process Name :: Update HRMS
Date Last Updated :: 24/07/2019

Description ::

To set the employee up on the correct pension scheme on HRMS.

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 - 5.2.2.4 Update HRMS		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	From process 5.2.2.1, Advisor receives a task in CMS to create or update a Pension Page in HRMS for employee that does not have previous service. If the request relates to a transfer of service go to process 5.2.3b.1	Retirements (Preparer)	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Transfer	1a	From process 5.2.2.2 and 5.2.2.3, Advisor receives a task in CMS to create or update a Pension Page in HRMS with details supplied by Local HR	Retirements (Preparer)	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage	2	Advisor creates new Pension Page in HRMS	Retirements (Preparer)	HRMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage	3	Advisor adds note to CMS confirming update	Retirements (Preparer)	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Transfer	4	Verbally request 4 eye check from Peer	Retirements (Preparer)	N/A	Personal	Name, PPSN, Start Date, Pension scheme
Data Capture	5	Peer captures case notes and verifies changes made to HRMS.	Retirements (Checker)	CMS HRMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Usage / Data Transfer	6	Peer adds note to CMS confirming 4 eye check.	Retirements (Checker)	CMS	Personal	Name, PPSN, Start Date, Pension scheme
Data Retention	7	Advisor closes task on CMS	Retirements (Preparer)	CMS	Personal	Name, PPSN, Start Date, Pension scheme