

**Process Id# :: 1501**  
**Process Name :: Case Committal**  
**Date Last Updated :: 17/07/2019**

**Description ::**

Following opening and sorting of post and scanning of documentation received the next step is to commit documentation received onto the Case Management System (CMS) and Document Management System (DMS)

**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 - Case Committal		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Case Committal Team receive hardcopies of documents	D&RM	Staff Work Station	Personal and Sensitive Data	Can include, but not limited to: Name, PPSN, Personal contact details, Marriage certs, Death certs, Birth Certs, Medical Certs, Bank Details, Information relating to Absences, DEASP forms, pension files.
Data Usage	2	D&RM Advisor attaches scanned documents to their associated case on CMS	D&RM, Clonskeagh	CMS	Personal and Sensitive Data	See Step 1
Data Usage	2a	D&RM Advisor uploads scanned document to DMS and adds DMS link to Case notes	D&RM, Clonskeagh	CMS; DMS	Personal and Sensitive Data	See Step 1
Data Usage	2b	Record receipt of and associate Data with a case on CMS.	D&RM, Clonskeagh	CMS	Personal and Sensitive Data	Pension Documents
Data Transfer	3	D&RM Advisor places hardcopies of documents for collection by HRSS teams in collection area	D&RM	D&RM Collection Area	Personal and Sensitive Data	See Step 1

<b>Data Transfer</b>	3a	D&RM Advisor places original documents for return to employees in pigeon holes in outbound post area.	D&RM	D&RM Outbound Post Area	Personal and Sensitive Data	See Step 1
<b>Data Transfer</b>	3b	D&RM Advisor transfers hardcopies for retention to Data Retention Room	D&RM	D&RM Data Retention room.	Personal and Sensitive Data	See Step 1
<b>Data Retention</b>	4	Move to Outbound Post and Data Retention Processes	D&RM	D&RM Data retention room.	Personal and Sensitive Data	See Step 1