Process Id# ::   **1502**

Process Name ::   **Inbound Post**

Date Last Updated ::   **17/07/2019**

Description ::

Immediately upon its arrival in HRSS each day, post received is opened and sorted at the large inbound post area.

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 -Inbound Post	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	D&RM Advisor receives post including courier items and registered post	Various Data Controller/Data Subjects	Inbound post area	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 sorts post into; Private & Confidential • HR4HR • Personal Post for HRSS Staff • General Post • Post for senior management	D&RM	Inbound post area	Personal and Sensitive Data.	See Step 1
Data Transfer	3	D&RM Advisor date stamps Private & Confidential and Senior Management post envelopes and places them in the appropriate HRSS Team pigeon hole	D&RM	HRSS Team Pigeon Holes	Personal and Sensitive Data.	See Step 1
Data Transfer	3a	D&RM Advisor date stamps HR4HR envelopes and hands to HR4HR staff or places them in HR4HR secure post box.	D&RM	HR4HR staff possession; HR4HR secure post box	Personal and Sensitive Data.	See Step 1

Data Transfer	3b	D&RM Advisor places post unrelated to work for HRSS staff into the appropriate pigeon hole	D&RM	HRSS Staff Pigeon Holes	Personal and Sensitive Data.	Post is unrelated to HRSS
Data Usage	4	D&RM open general post and date stamp items	D&RM	Inbound post area	Personal and Sensitive Data.	See Step 1
Data Usage	4a	Post is separated into Irish cases and General post	D&RM	Inbound post area	Personal and Sensitive Data.	See Step 1
Data Transfer	5	Post is transferred to scanning holding area (Move to Scanning Process)	D&RM	Mail Bins in Scanning Holding Area	Personal and Sensitive Data.	See Step 1