

**Process Id# :: 1503**  
**Process Name :: Outbound Post**  
**Date Last Updated :: 17/07/2019**

**Description ::**

The processing of all letters, issued by the functional areas, by the DRM team in order for them to go into the post system for delivery to the intended recipients.

**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	Outbound Post	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage	1 D&RM Advisor sorts outbound post into; Standard post for: <ul style="list-style-type: none"> <li>• Dublin</li> <li>• All other locations</li> </ul> Registered Post: <ul style="list-style-type: none"> <li>• Documents to be returned to officers</li> <li>• Documents to be posted to DEASP</li> <li>• Documents to be couriered</li> </ul>	D&RM, Clonskeagh	D&RM/ outbound 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 scans documents to be posted to DEASP and saves to H-Drive	D&RM, Clonskeagh	H-Drive	Personal and Sensitive Data	See Step 1
Data Usage	2a D&RM uploads these documents to DMS and adds link to Case notes	D&RM, Clonskeagh	DMS; CMS	Personal and Sensitive Data	See Step 1
Data Transfer	2c Documents to be posted to DEASP are moved to outbound post area and placed with the remaining outbound post	D&RM, Clonskeagh	Outbound Post Area	Personal and Sensitive Data	See Step 1
Data Transfer	3 Documents to be couriered are collected by courier from Outbound post	D&RM, Clonskeagh	Outbound Post Area	Personal and Sensitive Data	See Step 1
Data Transfer	4 All outbound post is given to building security for An Post collection	D&RM, Clonskeagh	Security Office	Personal and Sensitive Data	See Step 1