

Process Id# :: 1504
Process Name :: Retention - Disposal
Date Last Updated :: 17/07/2019

Description ::

Documentation which has been identified as appropriate to be disposed of following processing

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 - Data Retention/Disposal		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Storage	1	Original Documents to be returned to sender are stored in Pigeon Hole for 1 week	D&RM	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 Transfer	1a	Original Documents are posted back to sender. (Return to Outbound post process)	D&RM	D&RM outbound post area	Personal and Sensitive Data	See step 1
Data Storage	2	Documents not to be posted are stored in Data Retention Room for 1 month	D&RM	D&RM Data Retention Room	Personal and Sensitive Data	See step 1
Data Transfer	2a	After 1 month documents are placed in Confidential Waste Bags for collection by Facilities Team	D&RM	Confidential Waste Bags, D&RM	Personal and Sensitive Data	See step 1