

**Process Id# :: 1505**  
**Process Name :: Scanning Documents Process**  
**Date Last Updated :: 17/07/2019**

**Description ::**

When a document has been received in hardcopy, it is electronically scanned to our storage system for easy retrieval by the relevant teams

**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 - Scanning Documents		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	D&RM Scanning Team receive documents	D&RM	Scanning Team 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 Transfer	2	D&RM Advisor transfers MC1/MC2 and Med 3 forms to Absence Management for checking	D&RM	Absence Pigeon Hole, Inbound Post Area	Personal and Sensitive Data	See Step 1
Data Usage	3	Documents are scanned as appropriate and saved to specific folder in Group Drive/H.	D&RM	Staff work station; H-Drive	Personal and Sensitive Data	See Step 1
Data Transfer	4	D&RM Advisor transfers hardcopies to Case Committal Team	D&RM	Inbound post area	Personal and Sensitive Data	See Step 1
Data Transfer	4a	White med certs for absence are transferred awaiting collection.	D&RM	Tubs; Tambour unit	Personal and Sensitive Data	See Step 1

<b>Data Transfer</b>	4b	Irish Cases documents are separated into Irish Cases mail bin and transferred for retention/disposal	D&RM	Inbound post area	Personal and Sensitive Data	See Step 1
<b>Data Transfer</b>	4b(i)	D&RM Advisor emails Service Management Team to advise that Irish cases documents are saved to the H:Drive	D&RM	Inbound post area	Personal and Sensitive Data	See Step 1
<b>Data Transfer</b>	5	D&RM receives Illness Benefit forms from Absence	Absence	Inbound post area	Personal and Sensitive Data	See Step 1
<b>Data Usage</b>	5a	MC1/MC2 and Med 3 forms are scanned to specific folder in Group Drive /H.	D&RM	H-Drive	Personal and Sensitive Data	See Step 1
<b>Data Usage</b>	5b	D&RM Advisor places MC forms in envelope(s) for posting to DEASP	D&RM	Inbound post area	Personal and Sensitive Data	See Step 1