Process Id# ::   **1521**
Process Name ::   **Adding and Cancelling Annual Leave**
Date Last Updated ::   **13/11/2019**

Description ::

This is the process for adding or cancelling Annual Leave, when it has been requested by a Line Manager or LHR to ensure that an officer's HRMS record is up to date with the correct amount of Annual Leave taken.

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 - 6.1.3 Updating Annual Leave	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	PCCM received case from Line Manager (LM) or LHR	LM / LHR	CMS	Personal	Name, Business Email, Work location
Data Capture	2	PCCM Advisor verifies request is from Line Manager or LHR	PCCM	CMS	Personal	Name, Business Email, Work location
Data Usage	3	PCCM Advisor accesses user's HRMS profile	PCCM	HRMS	Personal	Name, PPSN, Annual Leave entitlement
Data Usage	4	PCCM Advisor updates Annual Leave on HRMS	PCCM	HRMS	Personal	Name, PPSN, Annual Leave entitlement, Case ID, LM/LHR's PPSN
Data Transfer	5	PCCM Advisor sends CMS notification to Officer and Officer's LM/LHR of update	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Retention	6	PCCM Advisor closes case	PCCM	CMS	Personal	Name/PPSN

Data Stage		Process - 6.1.3 Cancelling Annual Leave	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	PCCM received case from Line Manager (LM) or LHR	LM / LHR	CMS	Personal	Name, Business Email, Work location
Data Capture	2	PCCM Advisor verifies request is from Line Manager or LHR	PCCM	CMS/H:Drive	Personal	Name, Business Email, Work location
Data Usage	3	PCCM Advisor accesses user's HRMS profile	PCCM	CMS/HRMS	Personal	Name, PPSN, Annual Leave entitlement
Data Usage	4	PCCM Advisor updates Annual Leave on HRMS	PCCM	HRMS	Personal	Name, PPSN, Annual Leave entitlement
Data Usage / Data Capture	5	PCCM Advisor then amends the Carry Over figure if necessary	PCCM	HRMS	Personal	Name, PPSN, Annual Leave entitlement
Data Transfer	6	If increasing C/O figure which was a Year 3 Carry Over - Assign case to Leave for processing	PCCM	CMS/HRMS	Personal	Name, PPSN, Annual Leave entitlement, Work Location
Data Transfer	7	PCCM Advisor sends CMS notification to Officer and Officer's LM/LHR of update	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Retention	8	PCCM Advisor closes case	PCCM	CMS	Personal	Name/PPSN