

Process Id# :: 1523
Process Name :: Changing Address on HRMS
Date Last Updated :: 13/11/2019

Description ::

This is the process to change an address on HRMS. This is to ensure that the officers contact details are up to date so that any correspondences are issued to the correct address.

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 - 6.1.5 Changing home/mailling address on HRMS		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage	1	PCCM Advisor raises case on CMS	PCCM	CMS	Personal	Name, PPSN, Case ID
Data Capture	2	PCCM Advisor accesses officer's profile on HRMS	PCCM	HRMS	Personal	Name, PPSN, Home Address
Data Usage	3	PCCM Advisor updates Home Address on HRMS	PCCM	HRMS	Personal	Name, PPSN, Home Address
Data Transfer	4	PCCM Advisor send notification to officer confirming update	PCCM	CMS	Personal	Name, PPSN, Case ID, Home Address
Data Retention	5	PCCM Advisor closes case	PCCM	CMS	Personal	Name, PSN, Case ID