Process Id# ::   **1524**

Process Name ::   **Changing Business E-mail Address on HRMS**

Date Last Updated ::   **13/11/2019**

Description ::

This is the process for changing a business email address on HRMS. This is to ensure that any correspondence is issued to the business email address that the officer has access to.

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 - 6.1.6 Changing Business E-Mail Address on HRMS	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	Following process 6.1.1 or 6.1.14; If case not already raised, PCCM Advisor raises case on CMS	PCCM	CMS	Personal	Name, PPSN
Data Usage	2	PCCM Advisor attaches email to case notes, if request received by email	PCCM	CMS	Personal	Name/PPSN/DOB/ Business Email Address/Manager's Name
Data Usage	3	PCCM Advisor updates email address on HRMS.	PCCM	HRMS	Personal	Name, PPSN, Email Address
Data Transfer	4	PCCM Advisor sends notification to officer confirming update	PCCM	CMS	Personal	Name/Email Address/Manager's name
Data Retention	5	PCCM Advisor closes case	PCCM	CMS	Personal	Name/PPSN