Process Id# ::   **1525**

Process Name ::   **Creating a New User From Task**

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

Description ::

This is the process to issue an officer with login details for their HRMS self-service system. This task is completed as part of their New Hire/Transfer case.

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 6.1.7 Creating a New User From a Task with business email provided.	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	PCCM receive task from the OSM team	OSM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Extraction	2	PCCM Advisor obtains the new hires Name, PPSN and Start date from case	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	3	PCCM Advisor populates the Task Description box with officers Name, PPSN, Business e-mail	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	4	PCCM Advisor takes the new hire's PPSN and raises a case on CMS for log in details	PCCM	CMS	Personal	Name, PPSN, Case ID
Data Transfer	5	PCCM Advisor assigns case to Tier 2 (HRIS Team)	PCCM	CMS	Personal	Name, PPSN, Case ID
Data Usage	6	PCCM Advisor records Case ID on task notes	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location, Case ID
Data Retention	7	PCCM Advisor closes task	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location, Case ID

Data Stage	Process 6.1.7 Creating a New User From a Task with no business email provided.		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	PCCM receive task from the OSM team	OSM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Extraction	2	PCCM Advisor obtains the new hires Name, PPSN and Start date from case	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	3	PCCM Advisor populates the Task Description box with officers Name and PPSN.	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	4	PCCM Advisor check's officer's Line Manager's (LM) details on CMS	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	5	PCCM Advisor uses LM's PPSN to acquire LM's business email from CMS	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Transfer	6	PCCM Advisor emails LM through Outlook requesting new hires Business email address	PCCM	Outlook	Personal	Name, PPSN, Business Email, Work location
Data Transfer	7	PCCM Advisor receives reply from LM	Line Manager	Outlook	Personal	Name, PPSN, Business Email, Work location
Data Capture / Data Usage	8	PCCM Advisor adds emails to task notes	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location
Data Capture / Data Usage	9	PCCM Advisor updates HRMS with the officers business email address	PCCM	HRMS	Personal	Name, PPSN, Business Email, Work location
Data Usage	10	PCCM Advisor raises a case on CMS for Log In details	PCCM	CMS	Personal	Name, PPSN, Case ID
Data Transfer	11	PCCM Advisor assigns case to Tier 2 (HRIS Team)	PCCM	CMS	Personal	Name, PPSN, Case ID
Data Usage	12	PCCM Advisor records Case ID on task notes	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location, Case ID
Data Retention	13	PCCM Advisor closes task	PCCM	CMS	Personal	Name, PPSN, Business Email, Work location, Case ID