Process Id# ::   1601
Process Name ::   7.0.1 - Adding Applications
Date Last Updated :: 09/10/2019

Description ::

This process is used for the creation of applications on HRMS by the Central Mobility team on behalf of a mobility applicant.

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 - 7.0.1 - Adding Applications	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to add Mobility application to HRMS.	Applicant/LHR	Outlook/CMS	Personal	Name, PPSN, Business e-mail
Data Usage	1a	Verification of LHR Officer	CMT (Preparer)	HRMS/Knowledgebase	Personal	Name, PPSN, Business e-mail
Data Storage	2	CMT Creates CMS Case	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail
Data Capture	3	CMT confirm officer is eligible to apply remotely	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Current Job Position, User ID
Data Usage	3a	If ineligible CMT informs applicant that they can't apply remotely	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Capture	4	Confirm Applicants Grade	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, CS Grade
Data Storage	5	CMT Creates CMS Case	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail

Data Usage	6	Add application to Case notes	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	7	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Storage	8	Add Mobility Request to HRMS	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	9	CMT informs applicant that the application has been added to the system.	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	10	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Retention	11	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail