

Process Id# :: 1602
Process Name :: 7.0.2 Cancelling Applications
Date Last Updated :: 09/10/2019

Description ::

This process is used for the cancellation of application(s) 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 -7.0.2 - Cancelling Applications		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to cancel mobility applications.	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 Usage	3	Confirm Applicant is eligible to be transacted by the CMT	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Leave Record, Position
Data Usage	3a	If ineligible CMT informs applicant that they can't be transacted by the CMT	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	4	Cancel request on behalf of Applicant	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail
Data Usage	5	CMT informs applicant that the application has been cancelled on the system.	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	6	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Previous Service Details

Data Usage	7	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail
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