Process Id# ::   1603

Process Name ::   7.0.3 - Re-Entry of Automatically Cancelled Applications

Date Last Updated ::   02/01/2020

Description ::

This process is used for the re-entry of application(s) on HRMS following cancellation and a subsequent request from an applicant to have the application(s) reinstated. This is allowed for in cases where applications are cancelled incorrectly or by the Mobility Policy team's instruction.

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 - 7.0.3 - Re-Entry of Automatically Cancelled Applications	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to re-enter cancelled 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	Confirm Applicant is eligible to have application re-entered	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications, Job Data
Data Usage	3a	If ineligible CMT informs applicant that they can't re-enter applications	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Capture	4	Confirm Application Details with Officer	CMT (Preparer)	Outlook	Personal	Name, PPSN, Business e-mail

Data Usage	5	Add application to Case notes	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	6	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Storage	7	Add Mobility Request to HRMS	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	8	CMT informs applicant that the application has been re-entered on the system.	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	9	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Retention	10	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail