Process Id# ::   1605
Process Name ::   7.0.5 – Deny Offer
Date Last Updated ::   02/01/2020

Description ::
This process is used for the decline of formal offers of Mobility transfer on HRMS 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 – 7.0.5 – Deny Offer	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to accept offer of Mobility.	Applicant/LHR	Outlook/CMS	Personal	Name, PPSN, Business e-mail, Personal e-mail, Applicant's decision on transfer
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 Officer confirms applicant has no access to system.	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, User ID
Data Usage	3a	If applicant has access, CMT informs applicant how do deny through self service	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	4	CMT Officer denies mobility offer on behalf of the applicant.	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail
Data Usage	5	CMT informs applicant/LHR that their decline of offer has been entered on HRMS	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
Data Retention	7	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail