

**Process Id# ::** 1606  
**Process Name ::** 7.0.6 - Administer Mobility Transfer Case  
**Date Last Updated ::** 02/01/2020

**Description ::**

As a final step after an applicant's Mobility transfer is arranged, a Sending Local HR officer must close the application on HRMS that corresponds to the transfer. This process is used for the update of the CMS transfer case that raises automatically as a result of a Mobility application closure.

**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 - 7.0.6 - Administer Mobility Transfer Case		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives automatically raised case in name of the LHR officer in CMS	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 Capture	2	Update the case details	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail
Data Usage	3	Identify Transferring Employee	CMT (Preparer)	CMS/HRMS	Personal	Name, PPSN, Business e-mail
Data Transfer	4	Contact Sending LHR	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail
Data Transfer	5	Assign case to Org Structure Team	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Transfer Details