Process Id# ::   **1607**

Process Name ::   **7.1.1 Update Eligibility**

Date Last Updated ::   **02/01/2020**

Description ::

This process is used to manually update officers' eligibility for Civil Service Mobility under Organisation, Grade, Location and Satisfactory Performance, in cases where the officer's eligibility for Mobility is not correctly reflected on their applications on HRMS.

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 -7.1.1 - Update Eligibility	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to update eligibility on HRMS.	Applicant/LHR	Outlook/CMS/HRMS	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	Change eligibility on system	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	3a	Add officer to Manual Eligibility Updates spreadsheet	CMT (Preparer)	Shared Folder	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications

Data Usage	3b	CMT informs applicant that their eligibility has been updated on the system.	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	4	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Previous Service Details
Data Usage	5	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail