Process Id# ::   **1608**

Process Name ::   **7.1.2 - Update Location Eligibility for Forced Move**

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

Description ::

This process is used to manually update officers' location eligibility for Mobility, in cases where the location eligibility is not correctly reflected on their applications on HRMS due to a forced move.

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 - 7.1.2 - Update Location Eligibility for Forced Move	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Receive and Verify Request from Local HR or that the location is on PSB Name Change Guide list	Applicant/LHR	Outlook/CMS	Personal	Name, PPSN, Business e-mail, Location Codes
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	Check Officer's Job Data	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail

Data Capture	4	Change eligibility on system	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Storage	4a	Add officer to Manual Eligibility Updates spreadsheet	CMT (Preparer)	Shared Folder	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications
Data Usage	4b	CMT informs applicant that their eligibility has been updated on the system.	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	5	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Previous Service Details
Data Usage	6	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail