Process Id# ::   **1609**
Process Name ::   **7.1.3 Revert Eligibility**
Date Last Updated ::   **02/01/2020**

Description ::
This process is used to revert manual amendments made previously to an applicant's eligibility on their Mobility applications.

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 - 7.1.3 - Revert Eligibility	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Usage	1	Check Manual Eligibility Updates spreadsheet	CMT (Preparer)	Shared Folder	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications
Data Storage	2	CMT Creates CMS Case	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail
Data Capture	3	Revert eligibility on system	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Storage	3a	Add officer to Reverted Eligibility Updates spreadsheet	CMT (Preparer)	Shared Folder	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications
Data Usage	3b	If eligibility changes, CMT informs applicant that the reversion has occurred 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 Storage	4a	Remove officer from Manual Eligibility Updates spreadsheet	CMT (Preparer)	Shared Folder	Personal	Name, PPSN, Business e-mail, Personal e-mail, Mobility Applications
Data Retention	5	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail