

Process Id# :: 1610
Process Name :: 7.2.1 - Marking Continued Interest
Date Last Updated :: 02/01/2020

Description ::

This process is used to indicate continued interest in a Mobility application for transfer on behalf of an applicant. Applicants are required to confirm interest in any 'On Waitlist' and/or 'On Hold' applications they may have, on a recurring annual basis. As part of the process, each HRMS application is updated by the Central Mobility team to mark continued interest, as per the officer's request.

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 - 7.2.1 - Marking Continued Interest		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to confirm interest.	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 them of how to mark interest through self-service	CMT (Preparer)	CMS	Personal	Name, Business e-mail

Data Usage	4	Mark Continued Interest on behalf of Applicant	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Mobility Applications
Data Usage	5	CMT informs applicant that continued interest has been marked on the system.	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, Mobility Applications
Data Retention	7	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail