

Process Id# :: 1611
Process Name :: 7.3.1 - Adding Additional Service
Date Last Updated :: 02/01/2020

Description::

For Mobility waitlist queuing purposes, it is sometimes required to add service for Mobility applicants, on their request. There is a facility on HRMS for the Central Mobility Team to add to the service recognised for all waitlist applications an officer may have. Examples of additional service that may not be counted automatically and therefore may be added include previous service as a Temporary Officer or previous service in certain public organisations, which has already been added to the officer's HR Shared Services record. Any confirmed additional service is only added whereby 1) It is not already contributing towards waitlist queuing, and 2). It would make a difference to the officer's waitlist placing.

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 - 7.3.1 - Adding Additional Service		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	CMT receives request from applicant or Local HR to add previous service to mobility applications.	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 Storage	2	CMT Creates CMS Case	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail
Data Capture	3	CMT confirm officer's applications are being affected	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Previous Service Details, Current and past Mobility applications
Data Usage	4	CMT calculates service to be added	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Previous Service Details

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 adds service to mobility applications	CMT (Preparer)	HRMS	Personal	Name, PPSN, Business e-mail, Previous Service Details
Data Transfer	7	CMT informs applicant/LHR update has been made	CMT (Preparer)	CMS	Personal	Name, Business e-mail
Data Usage	8	Case reassigned to another CMT member for four-eye checking	CMT (Preparer)	CMS	Personal	Name, PPSN, Business e-mail, Previous Service Details
Data Retention	9	CMT Officer closes case	CMT (Preparer)	CMS	Personal	Name, Business e-mail