

Process Id# :: 2014
Process Name :: Sick Leave
Date Last Updated :: 26/06/2019

Description :: (to be updated)

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 : Sick Leave		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Receive case from HRSS	PSS - EO	CMS	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE.
Data Transfer	1a	Receive case/email from LHR	PSS - EO	CMS; Outlook	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE.
Data Transfer	1b	Receive request from third party companies	PSS - EO	Outlook	Personal Data; Personal Sensitive Data -Trade Union Membership	Deduction Type; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Deduction value.
Data Transfer	2	Print Payroll Amendment Form	PSS - CO	CMS	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Deduction Type; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Deduction value.
Data Transfer	2a	Print Payroll Amendment Form/email	PSS - CO	CMS / Outlook	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE.

Data Transfer	2b	Print request from third party companies	PSS - CO	Outlook	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Deduction Type; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Deduction value.
Data Capture	3	Capture data from payroll amendment form/email	PSS - CO & EO	Core	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value.
Data usage	4	Update Core	PSS - CO	Core	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value.
Data Transfer	5	Payroll Amendment form/email given to EO for checking	PSS - CO	Desk	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value.
Data Transfer	6	Payroll Amendment form returned to CO	PSS - CO	Desk	Personal Data; Personal Sensitive Data in cases of sick	Payroll Amendment Reason; Name; Pay Group Frequency & No.;

					leave or maternity leave.	Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value
Data Transfer	7	Reassign case to HRSS	PSS - CO	CMS	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE.
Data Transfer	7a	Respond to Local HR	PSS - CO	Outlook	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave.	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE.
Data storage	8	Scan supporting documentation to personnel folder / mass instruction folder	PSS - CO	Group Drive (H:)	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value.

Data storage	8a	File Hardcopy Documentation	PSS - CO	Filing Cabinets	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Payroll Amendment Reason; Name; Pay Group Frequency & No.; Personnel Number; Department Name; Grade/Title; PPSN; Current Point on scale; FTE; Deduction Type; Deduction value.
Data deletion	9	Printouts placed in confidential waste	PSS - CO	Confidential waste	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership