

Process Id# :: 2027
Process Name :: Promotions
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 : Promotions | | 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. |

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| 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 leave or maternity leave. | Payroll Amendment Reason; Name; Pay Group Frequency & No.; |

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| | | | | | | 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. |

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| 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 |