

Process Id# :: 2056
Process Name :: Payroll Completion Process
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 :		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	P2C certs downloaded from Ros	PSS - EO	Group Drive (H:)	Personal Data	Name; Pay Group; Personnel Number; Department Name; PPSN; Tax/USC LPT details
Data Transfer	2	Payroll completion process	PSS - HEO	Core	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC LPT details; Current Point on scale; FTE; salary details; Bank details.
Data Transfer	3	Payroll reports returned to CO	PSS - CO	Desk	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC LPT details; Current Point on scale; FTE; salary details; Bank details.
Data storage	4	Scan supporting Payroll Reports to folder	PSS - CO	Group Drive (H:)	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC LPT details; Current Point on scale; FTE; salary details; Bank details.
Data storage	5	File Hardcopy Documentation	PSS - CO	Filing Cabinets	Personal Data; Personal Sensitive Data in cases of sick leave or maternity	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC

					leave, Trade Union Membership	LPT details; Current Point on scale; FTE; salary details; Bank details.
Data Transfer	6	Upload Payroll reports to FTS for clients review	PSS - CO	FTS	Personal Data; Personal Sensitive Data in cases of sick leave or maternity leave, Trade Union Membership	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC LPT details; Current Point on scale; FTE; salary details; Bank details.
Data deletion	7	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	Name; Pay Group frequency; Personnel Number; Department; Name; Grade/Title; PPSN; Tax/USC LPT details; Current Point on scale; FTE; salary details; Bank details.