

**Process Id# ::** 2060  
**Process Name ::** Manual Payments  
**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 Capture	1	Capture data from Payroll report PAY 395	PSS - CO	Group Drive (H:)	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data Usage	2	Prepare Funds Request Form	PSS - CO	Group Drive (H:)	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data Transfer	3	Fund request Form is given to EO for checking	PSS - EO	Desk	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data Transfer	4	Funds Request Form signed off & returned to CO	PSS - CO	Desk	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data storage	5	Funds Request form scanned, password protected & saved to folder	PSS - CO	Group Drive (H:)	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data Transfer	6	Funds request form uploaded to FTS	PSS - CO	FTS	N/A	Pay Group /frequency; Department Name; value of funds being requested
Data Usage	7	EFT file produced as part of payroll run cross checked with BI report	PSS -HEO	Group Drive (H:)	Personal Data; Bank details	Pay Group /frequency; Department Name; employee name; Bank details; value of payment

<b>Data Transfer</b>	8	EFT file uploaded to BOI	PSS - HEO	BOI	Personal Data; Bank details	Pay Group /frequency; Department Name; employee name; Bank details; value of payment
<b>Data storage</b>	9	Scan supporting documentation to folder	PSS - CO	Group Drive (H:)	N/A	Pay Group /frequency; Department Name; value of EFT file; BOI confirmation of file load
<b>Data storage</b>	10	File Hardcopy Documentation	PSS - CO	Filing Cabinets	N/A	Pay Group /frequency; Department Name; value of EFT file; BOI confirmation of file load
<b>Data deletion</b>	11	Printouts placed in confidential waste	PSS - CO	Confidential waste		Pay Group /frequency; Department Name; value of EFTfile; BOI confirmation of file load