Process Id# ::   **2062**

Process Name ::   **Payroll Enquiries**

Date Last Updated ::   **26/06/2019**

Description ::   Responding and dealing with the payroll enquiries as they arise

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	Payroll Receive Query from Helpdesk	PSS - payroll team	Outlook	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	1a	Payroll Receive Query from LHR	PSS - payroll team	Outlook	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Usage	2	Payroll gathers the required information	PSS - payroll team	Outlook; Core; H Drive; CMS.	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	3	Payroll Respond to Helpdesk	PSS - payroll team	Outlook	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	4	Payroll Respond to LHR	PSS - payroll team	Outlook	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data storage	5	Scan supporting documentation to personnel folder	PSS - CO	Group Drive (H:)	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.

Data storage	6	File Hardcopy Documentation	PSS - CO	Filing Cabinets	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data deletion	7	Printouts placed in confidential waste	PSS - CO	Confidential waste	Personal Data; Potentially Sensitive Data	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.