

Process Id# :: 2063
Process Name :: Court Case Preparation
Date Last Updated :: 26/06/2019

Description :: Preparing and dealing with Court Case 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 : Reference Data		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Receive case from HRSS	PSS - CO / EO	CMS	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	1a	Receive case/email from LHR	PSS - CO / EO	CMS; Outlook	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	2	Print Loss of Earnings Form	PSS - CO	CMS	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	2a	Print Loss of Earnings Email/Form	PSS - CO	CMS; Outlook	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data usage	3	Populate Loss of Earnings with relevant Information	PSS - CO		Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	4	Payroll Loss of Earnings given to EO for checking	PSS - EO	Desk	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.

Data Transfer	5	Payroll Loss of Earnings form returned to CO	PSS - CO	Desk	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	6	Reassign case to HRSS	PSS - CO	CMS	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data Transfer	6a	Respond to Local HR	PSS - CO	Outlook / FTS	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data storage	7	Scan supporting documentation to personnel folder / mass instruction folder	PSS - CO	Group Drive (H:)	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data storage	7a	File Hardcopy Documentation	PSS - CO	Filing Cabinets	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.
Data deletion	8	Printouts placed in confidential waste	PSS - CO	Confidential waste	Personal Data	Name; Pay Group; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth.