

Process Id# :: 2064
Process Name :: EGEN Retirement & TRR
Date Last Updated :: 26/06/2019

Description :: EGENs Pension Retirement forms & TRR Salary forms used to make the necessary amendments to employees pay

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	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; Dates of Employment; Working Hours
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; Dates of Employment; Working Hours
Data Transfer	2	Print EGEN Form	PSS - CO	CMS	Personal Data;	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth; Dates of Employment; Working Hours
Data Transfer	2a	Print EGEN 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; Dates of Employment; Working Hours
Data usage	3	Populate EGEN with relevant Information	PSS - CO	Core BI	Personal Data;	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth; Dates of Employment; Working Hours

Data Usage	3a	For TRR calculation Print Core Bi Report	PSS - CO	Core BI	Personal Data;	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth; Dates of Employment; Working Hours
Data Transfer	4	Payroll EGEN/Core BI Report 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; Dates of Employment; Working Hours
Data Transfer	5	Payroll EGEN given to HEO for signing	PSS - HEO	Desk	Personal Data;	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth; Dates of Employment; Working Hours
Data Transfer	6	Payroll EGEN/Core BI Report 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; Dates of Employment; Working Hours
Data Transfer	7	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; Dates of Employment; Working Hours
Data Transfer	7a	Respond to Local HR	PSS - CO	Outlook	Personal Data;	Name; Pay Group ; Personnel Number; Department Name; Grade/Title; PPSN; Payroll Data; Salary Information; Address; Date of Birth; Dates of Employment; Working Hours
Data storage	8	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; Dates of Employment; Working Hours
Data storage	8a	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; Dates of Employment; Working Hours
Data deletion	9	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; Dates of Employment; Working Hours