

Process Id# :: 2101
Process Name :: Generate P45
Date Last Updated :: 26/06/2019

Description ::

Process and ensure completion of a P45 Document for employees

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 : Generating P45: Process and ensure completion of a P45 Document for employees | | Owner | Storage Location | Personal / Sensitive Data | Data Items |
|----------------------|---|---|-----------|---------------------|---------------------------|--|
| Data Capture | 1 | Log onto CORE and check if employee is Z'd on CORE and end date correct as per email | PSS EO/CO | Core | Personal Data; | PPSN; Works No (Pensions Only) Firstname; Surname; Home Address; Tax Details; |
| Data Usage | 2a | Enter details of leaving on CORE under ROS Interface for employee | PSS EO/CO | Core | Personal Data: | Paygroup number; Works No; Leaving Date |
| Data Storage | 2b | PRD Cert Generated, printed and saved (At present Tullamore Payroll print PRD cert themselves. Easier for Galway to complete all together as being posted together) | PSS EO/CO | H Drive | Personal Data: | PPSN; Payroll Number Firstname; Surname; Home Address; Tax Details; |
| Data Usage / Storage | 2c | .dat file created and saved | PSS EO/CO | D Drive | Personal Data: | PPSN; Payroll Number Firstname; Surname; Home Address; Tax Details; |
| Data Transfer | 3 | Log onto ROS and upload the .dat file from H Drive. Notice number received and P45 printed on Revenue paper | Revenue | D Drive/H Drive/ROS | Personal Data: | PPSN; Payroll Number Firstname; Surname; Home Address; Tax Details; |

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|----------------------|---|---|-----------|---------------|----------------|---|
| Data Transfer | 4 | P45 & PRD posted to employee or given to payroll area for posting (As Galway control are remote in location from payroll area Galway control post all documents to employee. Tullamore Control give P45 to payroll area and they post P45 & PRD Cert) | PSS EO/CO | H Drive/ Post | Personal Data: | PPSN;Payroll Number Firstname; Surname; Home Address; Tax Details; |
| Data Transfer | 5 | Copy of PRD & P45 zipped and password protected and a copy sent to Galway payroll by email. Pensions Control save on H Drive for Pensions to access and Tullamore record details on spreadsheet for future reference | PSS EO/CO | H Drive | Personal Data: | PPSN;Payroll Number Firstname; Surname; Home Address; Tax Details; |