

Process Id# :: 2102
Process Name :: Generating Supplementary P45
Date Last Updated :: 26/06/2019

Description ::

Process and ensure completion of a Supplementary 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 Supplementary P45:: Process and ensure the completion of a Supplementary 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 Capture	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 Capture	2b	.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 Supplementary P45 printed.	Revenue	D Drive/H Drive/ROS	Personal Data	PPSN; Payroll Number; Firstname; Surname; Home Address; Tax Details
Data Transfer	4	Supplementary P45 posted to employee or given to payroll area for posting (As Galway control are remote in location from payroll area Galway control post document to employee. Tullamore Control give Supplementary P45 to payroll area and they post.)	PSS EO/CO	H Drive	Personal Data	PPSN; Payroll Number; Firstname; Surname; Home Address; Tax Details

Data Transfer	5	Copy of Supplementary P45 zipped and password protected and a copy sent to Galway payroll by email. Tullamore record details on spreadsheet for future reference	PSS EO/CO	H Drive	Personal Data	PPSN; Payroll Number; Firstname; Surname; Home Address; Tax Details
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