

**Process Id# ::** 2103  
**Process Name ::** Complete P46  
**Date Last Updated ::** 26/06/2019

**Description ::**

*Process and ensure completion of a P46 Document for employees where no previous PAYE details exist*

**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 Capture	1	Receive completed P46 template from Payroll verify details correct on CORE	PSS	CORE	Personal Data	Employer Reg. No; PPSN; Personnel Number Firstname; Surname; Home Address; Date of Birth; Start date;
Data Capture	2	Verify details correct on CORE as is on the template	PSS	CORE	Personal Data	Employer Reg. No; PPSN; Personnel Number Firstname; Surname; Home Address; Date of Birth; Start date;
Data Capture	3a	Log onto ROS and populate the details from the template to the P46 screen	PSS	ROS	Personal Data	Employer Reg. No; PPSN; Personnel Number Firstname; Surname; Home Address; Date of Birth; Start date;
Data Capture	3b	Notice Number generated after completion of upload. This number is recorded on the P46 template and saved for later if required.	PSS	ROS	Personal Data	Employer Reg. No; PPSN; Personnel Number Firstname; Surname; Home Address; Date of Birth; Start date;