Process Id# ::   **2105**

Process Name ::   **Compile deductions Listings for 3rd Party Companies**

Date Last Updated ::   **26/06/2019**

Description ::

Comprise a report outlining Third party payover deductions (e.g Health Insurance) and statutory payover deductions (e.g. LPT) paid over

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	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;
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	PSS EO/CO	H Drive/ Post	Personal Data:	PPSN;Payroll Number Firstname; Surname; Home Address; Tax Details;

		Control give P45 to payroll area and they post P45 & PRD Cert)				
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;