

Process Id# :: 2106
Process Name :: Deduction Set-up/Amendment/Cancellations (Pension Control Only)
Date Last Updated :: 26/06/2019

Description :: (to be updated)

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/ Transfer	1	On completion of all Pension Payrolls Payroll Supervisors will bring all voluntary deductions authorisation forms for new pensioners to the PSS Pensions Control Section and leave in "New Deductions from Egen's" tray.	PSS	PSS Pensions Control Section Tray	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number
Data Transfer	2	Voluntary Deduction Authorisation forms are taken from the specified tray for processing as soon as is possible by the Clerical Officer while taken into account priority of workload in the PSS Pensions Control Section.	PSS CO	PSS Pensions Control Section	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number
Data Usage	3	Check Personnel numbers is on forms. Sort forms in separate bundles for the relevant deduction companies. Scan forms & ZIP file. Four eyes check done to ensure passwords are correct for each Deduction Company.	PSS CO	PSS Pensions Control Section H-Drive	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number
Data Transfer	4	Uploaded Zip files on FTS (File Transfer System) to the relevant deduction companies. Four eyes check done to ensure that deduction forms are uploaded to the relevant deduction companies.	PSS CO	PSS Pensions Control Section & PSS FTS Server	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number

Data Storage	5	PDF's & ZIP files of Deductions Authorisation Forms for each deduction company loaded to FTS are in stored in ZIP files folder on the H Drive. Excel spreadsheet is created for deductions loaded to FTS for each Payroll Period.	PSS CO	Shared Group Drive (H)	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number
Data Storage	6	Scan Authorisation deduction forms & uploaded to the relevant Personnel files.	PSS CO	Shared Group Drive (H)	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number
Data Deletion	7	Processed deductions documents which have been scanned to their respective files are then put into a secure bin for shredding.	PSS CO	PSS Pensions Control Section	Personal Data	Personnel number, Name, Address, Date of Birth, Date Pension commences, Department Retired from, Grade at Retirement, Deduction Company, Deduction Policy/Account number