Process Id# ::   **2107**
Process Name ::   **Create/ amend purchase orders**
Date Last Updated ::   **26/06/2019**

Description ::

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/ Transfer	1	Not all purchase orders set up contain personal data as some are relevant to payments been made to 3rd party companies. For VDU refund payments HRSS posts down documentation eg. a cover letter, confirmation statement of eligibility for Civil Service VDU	CO	H Drive Pensions Control	Personal Data	Employees name, address, date of birth, personnel number and PPSN number.
Data Transfer	2	Accounts Section are emailed and are requested to set the person up with a supplier number.	CO	Email folder/ Outlook	Personal Data	Name, Personnel number and PPSN number
Data Usage	3	When the supplier number is received by email from Accounts then a Purchase order can be set up on the JDE System. The AP is emailed to approve the Purchase Orders.	CO/AP	JDE System	Personal Data	Name
Data Transfer	4	When PO's are approved the instruction sheet is printed from the JDE system and hand delivered to Dept. of Finance Accounts Section along with the Optician invoice for payment.	CO	N/A	Personal data	Name and address
Data Retention	5	Copy of instruction sheet, cover letter, confirmation statement of eligibility for Civil Service VDU Scheme, VDU User's examination Record and Optician invoice are kept on file. From 1/6/2019 we will	CO	Filing cabinet / H Drive from 1/6/2019	Personal Data	Employees name, address, date of birth, personnel number and PPSN number.

		scan all documents to the H Drive for storage				
Data Deletion	6	Once documentation scanned all forms from 1/6/19 will be shredded.	CO		Personal Data	Employees name, address, date of birth, personnel number and PPSN number.