

**Process Id# ::** 2108  
**Process Name ::** DEPS Process  
**Date Last Updated ::** 26/06/2019

**Description ::**

*Notification comes in from DEPS Source to inform pension's area of a Deceased Pensioner*

**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: DEPS Process		Owner	Storage Location	Personal / Sensitive Data	Data Items
<b>Data Capture</b>	1	Every Monday a report is ran on the Death Event Publishing website <a href="http://www.deathevents.gov.ie">www.deathevents.gov.ie</a> . Go to the latest Event published or latest date required. Click on DEPS1. Click open. You will see all the files to be downloaded.	CO / EO	<a href="https://deathevents.gov.ie/">https://deathevents.gov.ie/</a>	Personal Data	Pensioners Name; Employee Number; Pay group number; PPSN; Date of Birth
<b>Data Storage</b>	2	Export file from Death Event website and save to H drive and name report with the pay period under a DEPS folder. The files are now ready to be loaded onto CORE. The files will be numbered from 1 onwards. Copy browser link with the first number.	CO / EO	H Drive	Personal Data	Pensioners Name; Employee Number; Pay group number; PPSN; Date of Birth
<b>Data Usage &amp; Storage</b>	3	On CORE go to Input, Advance input features, Load Deps file. Input the first file to be loaded from the H drive and press OK. Save the DEPS reports that have information on them and save onto the H drive. There may be more than one person on each file so files are saved under Death Event ID number and pay group.	CO / EO	Core / H Drive	Personal Data	Pensioners Name; Employee Number; Pay group number; PPSN; Date of Birth

<b>Data Transfer</b>	4	When completed send an email to Pension section advising them that the files are now ready for viewing on the PMG Pension H drive and for Military Pensions	CO / EO	Outlook	No	Advising Pension Section that the DEPS files have been loaded onto the Pension Hdrive
<b>Data Transfer</b>	5	We also download the Garda death files which are password protected and sent by email to the Garda Pension Section & JB Sheehan in Dept of Justice.	CO / EO	FTS / Outlook	Personal Data	Pensioners Name; Employee Number; Pay group number; PPSN; Date of Birth