

Process Id# :: 2112
Process Name :: Tracking Reports (list of new starters for pensioners)
Date Last Updated :: 26/06/2019

Description ::

Report list of new pensioners commencing

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 in to Bi Discoverer Pension A and select "New Pensioner Tracking Report". Enter paygroup 178 and the period for the quarter concerned and run report	HEO	CORE	Personal Data;	Works No (Pensions Only) Firstname; Surname; Rate of Pay
Data Transfer	2	Export to Excel and save report on the H Drive in location for Tracking Reports. This is held in Pensions Control folder only.	HEO	Excel / H Drive	Personal Data:	Works No (Pensions Only) Firstname; Surname; Rate of Pay
Data Deletion/Capture	3	As master report contains several department names and report at present only requested by OPW and Defence part of information needs to be deleted and re-saved. All Departments removed bar OPW and then saved in the Tracking Report Folder under OPW . Same done on master report for Defence and then saved in folder under Defence.	HEO	Excel / H Drive	Personal Data:	Works No (Pensions Only) Firstname; Surname; Rate of Pay
Data Transfer	4	Once complete password protect the excel document and cover letter in one folder and have password checked by another staff member. Then upload to the Department's FTS folder. Each of the 2 uploads have a separate password, Department related	HEO/EO/CO	H Drive / FTS	Personal Data:	Works No (Pensions Only) Firstname; Surname; Rate of Pay

Data Transfer	5	Email HEO in the Pensions payroll area a copy of documents sent and send a separate email advising of the password to open same	HEO	Outlook/H Drive	Personal Data:	Works No (Pensions Only) Firstname; Surname; Rate of Pay
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