

Process Id# :: 2113
Process Name :: Overpayment Reports (upload to FTS only)
Date Last Updated :: 26/06/2019

Description :: Report list of overpayments occurred and then the file uploaded on the FTS for designated access

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	BI Report for Overpayments ran by another individual outside of Control Section & saved to accessible folder on the H Drive. Accessible by all Control areas.	NSSO	Bi Discover / Corepay / H Drive	Personal Data	Employee Name, PPS Number, Employee number, Pay Code, Pay Group and overpayment amount
Data Storage	2	Applicable files copied and saved to folder in individual control section's overpayment folder on H drive	EO/CO	H Drive / OGCIO	Personal Data	Employee Name, PPS Number, Employee number, Pay Code, Pay Group and overpayment amount
Data Capture/ Storage	3	At the start of Quarter 1 new passwords are created for each department and used to password protect each file	EO/CO	H Drive / OGCIO	Personal Data	Employee Name, PPS Number, Employee number, Pay Code, Pay Group and overpayment amount
Data Transfer	4	Passwords are stored in Excel spreadsheet in overpayment folder on H drive	EO/CO	H Drive / OGCIO	N/A	
Data Usage	5	Password undergoes 4 eyed check	HEO/EO/CO	H Drive / OGCIO	Personal Data	Employee Name, PPS Number, Employee number, Pay Code, Pay Group and overpayment amount
Data Transfer	6	File uploaded to FTS server	EO/CO	FTS	Personal Data	Employee Name, PPS Number, Employee number, Pay Code, Pay Group and overpayment amount