

**Process Id# ::** 2114  
**Process Name ::** JDE Payments Control  
**Date Last Updated ::** 3/3/2020

**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 :		Owner	Storage Location	Personal / Sensitive Data	Data Items
<b>data capture/ transfer</b>	1	After fortnightly payrolls have ran each payroll supervisor brings over Lump Sum Deduction instruction forms and associated relevant copied pages of the Egen 25 that relate to the Lump sum calculations and amounts that we must repay on behalf of the pensioner to their parent department. The forms from pensions section are left into a tray on a shelf in a lockable cabinet in Pension Control.	EO Pensions	Tray in a lockable cabinet PSSC Control Tullamore	Personal Data	Name; Personnel number; address; Date of Birth; pay group number; PPS Number
<b>data usage/ transfer</b>	2	EO completes an information sheet based on instruction received in 1. above, which issues with the remittance advice received from Accounts once the process is complete. These are left in a tray for CO to complete JDE inputting.	PSS/EO	Tray in a lockable cabinet PSSC Control Tullamore	Personal Data	Name; Personnel number; address; Date of Birth; pay group number; PPS Number
<b>data transfer</b>	3	Clerical Officer to open JDE accounting system and input specific data from instruction sheet. They record batch and document number on paperwork.	PSS/CO	JDE	No	
<b>data transfer</b>	4	EO checks and approves the JDE entries and signs off on the instruction sheets.	PSS EO	JDE	No	

<b>data transfer</b>	5	EO issues email to accounts with confirming batch and document numbers of all entries made by CO	PSS EO	Outlook	No	
<b>data transfer</b>	6	Remittances and schedule of payments are brought up from accounts section. The schedule is signed by EO, HEO and AP. It is then scanned and the original returned to accounts.	PSS EO/HEO/AP	H drive/outlook	Yes	Name; Personnel Number
<b>data transfer</b>	7	Remittances and information sheets concerning reason for payment are scanned and password protected. These are then four eye checked and once correct are uploaded to the relevant department's folders on FTS.	PSS CO	H drive/outlook/ FTS	Yes	Name; Personnel Number