

Process Id# :: 2115
Process Name :: FEXCO payments for pensioners with non-SEPA bank account (non-standard process)
Date Last Updated :: 08/10/2020

Description :: There are a number of PMG pensioners who are living abroad and do not hold a SEPA compliant bank account and therefore cannot be paid through the normal channels, i.e. from BOI or Danske. In this case the Control section liaise with an external company called FEXCO to request that they make these international payments to the pensioners at the same time as a domestic pensioner would be paid.

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 – FEXCO Fortnightly Payments		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture/ Transfer	1	On completion of all Pension Payrolls a report is ran in Discoverer (BI). Click on FEXCO in discoverer and enter payroll period to generate the report.	PSS/HEO/EO	Core	Personal Data	Pensioner's name, Personnel number, Fortnightly net payment due, pay group number, Payroll location and Slip details.
Data Storage	2	Export file from BI and save to H drive and name report FEXCO load file with names and include payroll period. Make a note of file value for future reference.	PSS/HEO/EO	H Drive	Personal Data	Pensioner's name, Personnel number, Fortnightly net payment due, pay group number, Payroll location and Slip details.
Data Storage	3	Amend the file so that the columns containing clients names, grp number, Pay date, location & SL indicator are removed. What is now available to send To FEXCO is the clients payroll number and monetary amount due. Save file and rename as FEXCO load file and include payroll period as identifier. Save file to FEXCO folder in H drive. Please make sure there are no zero values on file to be sent to FEXCO and if any child record that their value is amalgamated with parent value. Total file value after amendments should be same as previously recorded when Bi report ran.	PSS/HEO/EO	H Drive	Personal Data	Personnel number and fortnightly net payment due in euros
Data Transfer	4	Send e-mail to FEXCO advising that file will be loaded to FTS. Include number of payees and total file value in email Send e-mail to FEXCO advising that file will be loaded to FTS. Include number of payees and total file value in email	PSS/HEO/EO	Outlook	No	Advising FEXCO that file has loaded, the number of records on the file and the total monetary amount for all payees

Data Transfer	5	Password protect csv file and load file to FTS	PSS/HEO/EO	FTS	Personal Data	Personnel number and fortnightly net payment due in euros
Data Usage	6	An e-mail will be sent from FEXCO to advise us as to when the payments file and Quotation are available to view and approve on their website. The quotation refers to the charge that FEXCO apply to us for the service that they provide; money transfer & currency conversion	FEXCO	Outlook	No	None
Data Retention	7	We log on to the FEXCO system using login details that have been provided by FEXCO. We check the file that was sent is there for approval and ensure that figures and number of payees match. We then select a check box which sends a series of digits to EO/HEO mobile phones. These digits must be keyed to FEXCO payment system in order to proceed further with the approval of the payment & view of the quotation amount. We need the quotation amount in order to have correct funding to make payover to FEXCO via JDE	PSS/HEO/EO	FEXCO https://extranet.fexco.com/logon.aspx?ReturnUrl=%2f	Personal Data	Personnel number and fortnightly net payment due in euros.
Data Transfer	8	A summary advice is issued via e-mail from FEXCO and this contains details of the total monies to be paid to the Pensioners in euros and the service charges for the transaction. There are also details relating to the payments of monies for each pensioner. This email is saved to the FEXCO folder in the H drive. We then create a payment instruction to be keyed to JDE system in order for euro monies for all payees and service charges are paid. The summary advice received as mentioned above is printed and attached to the payment advice and the HEO signs off/ checks on the document. The instruction is placed in a tray ready to be keyed up to JDE payment system. CO enters payment on JDE and EO/HEO approves same to allow for Accounts section make this payment to supplier, i.e FEXCO. Once JDE input complete Accounts section authorise same and forward a remittance letter to Control to advise that the payment has been made to FEXCO. We send this letter to FEXCO for their records and scan a copy for our records to the H Drive	PSS/HEO/EO /CO	H Drive	Personal Data	Payment reference, currency detail, value date, Payee name, Payee bank details, euro amount, conversion rate, converted amount, fortnightly personal transaction charge