

Process Id# :: 2121
Process Name :: Checking PPSNs and circulation of social welfare cheques
Date Last Updated :: 26/06/2019

Description :: Verification and checking PPSNs to identify employee and circulation of social welfare cheques received in the Post

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	Receive Social Welfare Cheques through post	NSSO	Hard copy Social Welfare Cheque		Employee Name, PPSN, Employee's Address, Amount Paid and type of illness benefit being paid
Data Usage	2	Using PPSN Killarney Control lookup employee Pay Group through Core	NSSO	Core Portal		Employee Name, PPSN, Employee's Address, Amount Paid and type of illness benefit being paid, Pay Group and (if prisons - name of prison)
Data Usage	3	Record the Pay Group on the cheque and for Prisons record the name of the Prison also	NSSO	Hard copy Social Welfare Cheque		Employee Name, PPSN, Employee's Address, Amount Paid and type of illness benefit being paid, Pay Group and (if prisons - name of prison)
Data Transfer	4	Through external post send cheques back to relevant HR group	NSSO	Hard copy Social Welfare Cheque		Employee Name, PPSN, Employee's Address, Amount Paid and type of illness benefit being paid, Pay Group and (if prisons - name of prison)