Process Id# ::   2123
Process Name ::   Issuing payroll numbers for new entrants
Date Last Updated ::   26/06/2019

Description :: Each new employee is issued a employee/staff number for payroll known as a payroll number

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 Tansfer	1	PSS Payroll area email PSS Control inbox with request for payroll number	CO/EO PSS	Outlook	Personal Data	Employee Name; PPSN & Pay Group
Data Storage	2	Employee data is recorded in Civil B Payroll numbers spreadsheet.	CO/EO PSS	H Drive	Personal Data	Employee Name, PPSN , Pay Group & Payroll number
Data Transfer	3	Email sent to PSS payroll with payroll number for employee	CO/EO PSS	Outlook	Personal Data	Employee Name, PPSN , Pay Group & Payroll number
Data Storage	4	Email request is filed in relevant PSS Control Outlook folder	CO/EO PSS	Outlook	Personal Data	Employee Name, PPSN , Pay Group & Payroll number