

**Process Id# ::** 2127  
**Process Name ::** Generating list of employees who have paid tax on Superann and forwarding to Revenue  
**Date Last Updated ::** 26/06/2019

**Description ::** A list of employees is compiled and it gives a breakdown of all the tax paid on Superann and its forwarded to Revenue

**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	1	Run BI Report for Paycode 5016 (search by payroll period- a quarter)	NSSO CO	CORE BI	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over
Data Storage	2	Listings are exported to excel by pay group and saved to H Drive	NSSO CO	H Drive / OGCIO	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over
Data Transfer	3	The listing is printed and handed to Justice FSS	NSSO CO	Justice FAR	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over
Data Transfer	4	Receive a hard copy of paid invoice from Justice FAR	NSSO CO	Killarney Control	No	ROS No of the Employer, Suspense Account, Amount
Data Transfer	5	Password protect and email the listing and breakdown by the employer to Moneytrans@revenue.ie	NSSO CO	Outlook / OGCIO	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over