

Process Id# :: 2128
Process Name :: Keeping pension books for breakdown of pension payments
Date Last Updated :: 26/06/2019

Description :: The breakdown of Pension Payments is filled in the pension books

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 Pension vouchers for each vote	NSSO CO	CORE BI	No	Pay code, pay group, amount
Data Storage	2	Run Listings for refunds and check the employees' pension schemes	NSSO CO	CORE BI	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over, Pension Scheme
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, Pension Scheme
Data Transfer	4	Receive a hard copy of the voucher with invoice numbers and amendments from Justice FAR	NSSO CO	Killarney Control	Yes Personal Data, if any amendments	Pay code, pay group, amount, invoice number; if there are amendments: Employee's Name, Payroll Number, amount, Pension scheme
Data Storage	5	Prepare lodgement forms in the way that makes the paycodes correspond with suspense accounts, save hard copies of calculations in pension books	NSSO CO	Excel / OGCIO	Yes Personal Data, if any amendments	Pay code, pay group, amount; if there are amendments: Employee's Name, Payroll Number, amount, Pension scheme
Data Transfer	6	Email lodgement forms and post hard copies to Department of Finance, Superannuation Section	NSSO CO	Outlook / OGCIO	No	Vote, Suspense Account, Amount