

Process Id# :: 2135
Process Name :: Payovers
Date Last Updated :: 26/06/2019

Description ::

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 with deduction voucher for each vote	NSSO CO	CORE BI	No	Paycode, suspense account, amount
Data Transfer	2	The voucher is printed and handed to Justice FSS	NSSO CO	Justice FAR	No	Paycode, suspense account, amount
Data Transfer	3	Receive a hard copy with paid invoice numbers from Justice FAR	NSSO CO	Killarney Control	Personal Data only if amendments	Paycode, suspense account, amount, invoice number, if amendments - name and payroll number
Data Capture	4	Generate listings in .dat or Excel format	NSSO CO	Killarney Control H-Drive	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over
Data Transfer	5	Password protect and upload listings to FTS, email if needed	NSSO CO	Outlook / OGCI O	Personal Data	Employee Name, Employee number, Pay Code, Pay Group, Dates and amount to be paid over