

**Process Id# ::** 2312  
**Process Name ::** Pension Adjustment Orders  
**Date Last Updated ::** 26/06/2019

**Description :: (to be updated)**

**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 Transfer	1	Receive case from HRSS	PSS - EO	CMS	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
Data Transfer	1a	Receive case/email from Education Training Board(ETB)/Institute of Technology (IOT)	PSS - EO	Outlook	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
Data Transfer	2	Print Payroll Amendment Form/Email	PSS - CO	CMS/Outlook	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership

<b>Data Capture</b>	3	Capture data from payroll amendment form(PAF)/email	PSS - CO & EO	Core	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data usage</b>	4	Update Core	PSS - CO	Core	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data Transfer</b>	5	Contact Pensioner in relation to amendment - new pension letter created from information on PAF	PSS-CO	Group H Drive	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership

<b>Data Transfer</b>	6	Payroll Amendment form/email given to EO for checking	PSS-EO	Desk	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data Transfer</b>	7	Payroll Amendment form returned to CO	PSS - CO	Desk	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data Transfer</b>	8	Reassign case to HRSS	PSS - CO	CMS	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership

<b>Data Transfer</b>	8a	Respond to ETB/IOT local HR	PSS - CO	Outlook	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data storage</b>	9	Scan supporting documentation to pensioner's record in H Drive	PSS - CO	Group H Drive	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership
<b>Data deletion</b>	10	Printouts placed in confidential waste	PSS - CO	Confidential waste	Personal Data, Sensitive Data	Payroll Amendment Reason; Name; Pay Group Frequency & No; Department Name; Grade/Title; PPSN; Current Point on scale; service details; Allowance details; Pension details, DOB, Home Address, Trade Union Membership