

Process Id# :: 2344
Process Name :: Pre Complete Checking Process
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

Data Capture	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
Data usage	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
Data Transfer	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

Data Transfer	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
Data Transfer	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
Data Transfer	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

Data Transfer	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
Data storage	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
Data deletion	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