

Process Id#: 3523
Process Name: R2R Balance Sheet Reconciliation & Standardisation Process
Date Last Updated: 22/03/2022

Description: Describes the future business process for moving to a common balance sheet reconciliation process which will be handled through oracle's open item management

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
Usage	1	FSS complete balance sheet reconciliations for the accounts assigned to them, as per the ownership matrix (matrix of roles responsible), in the approved format and within the agreed timelines	General Ledger User – FSS	Off System		PSB transactional reference data – possibly including payee names.
Transfer/Retention	2	FSS upload the completed reconciliations to a shared drive on Sharepoint applications	General Ledger User – FSS	Off System		
Usage	3	FSS & PSB review the reconciliations and -identify where process improvements can be made -to prevent any future issues and errors. The process is now complete.	General Ledger User – FSS	Off System	Personal	PSB transactional reference