

Process Id#: 3527
Process Name: FSS Support for Responding to PQ's and FOIs
Date Last Updated: 22/03/2022

Description: Describes business process to the available support given by the FSS in responding to parliamentary questions and freedom of information requests

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	PSB analyse the request received by the minister's office or Freedom Of Information officer	Minister/ Freedom of Information Officer - PSB	Off System	N/a - PSB activity	
Usage	2	PSB assign the request to the suitable responding officer	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
usage	3	PSB analyses the request. If the PSB is unable to extract the information from Oracle they will submit a request for assistance to FSS.	Retained Finance Function User - PSB	Off System/Jitbit	N/a - PSB activity	
Usage	4	FSS reviews the information request	Record To Report Master Data User - FSS	Off System	Personal/Sensitive	Contact name
Usage	6	FSS completes the information request and issues to the PSB within the agreed timelines	Record To Report Master Data - FSS	Off System	Personal/Sensitive	All records relating to personal information held by the department, regardless of when they were created
Usage	7	PSB reviews the information provided by the FSS in relation to the request	Retained Finance Function User - PSB	Off System	N/a - PSB activity	

Usage	8	PSB prepares response and issues the completed response to the third party	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
-------	---	--	--------------------------------------	------------	--------------------	--