

Process Id#: 3703
Process Name: Modify employee via interface
Date Last Updated: 22/03/2022

Description: Describes business process to modify an existing employee account via the Oracle interface

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 identify the need for change to an employee record e.g. change in email address	Local Human Resources- PSB	Off-System	N/a – PSB activity	
Transfer	2	PSB update the HR employee record with the required changes and an automatic update is sent to Oracle through the HRMS interface.	Automated	Temporary interface message	N/a – PSB activity	
Usage	3	Interface messages are processed through to Oracle. If the account is updated successfully, no further action. If the update fails, an error message will be routed to the Support Team.	L1.5 Support User - FSS	Oracle	Personal	Employee name, employee email, employee bank details, employee PPS number