

Process Id#: 3704
Process Name: Manual employee modification
Date Last Updated: 22/03/2022

Description: Describes business process to update an Oracle employee record manually

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 need for change to employee record e.g. end-dating of responsibilities.	Local Human Resources- PSB	Off-System	N/a – PSB activity	
Usage	2	PSB raise request to change employee record via a ticket on Jitbit	Local Human Resources- PSB	Jitbit	N/a – PSB activity	
Transfer	3	FSS updates the employee record in Oracle based on the information in the ticket	L1.5 Support User - FSS	Jitbit	Personal	Employee name, employee email, employee bank details, employee PPS number
Usage	4	FSS updates the JitBit ticket to confirm the action has been taken. Updating the ticket notifies LHR that the process is complete.	L1.5 Support User - FSS	Jitbit	Personal	PSB local HR user name, PSB local HR user email