Process Id#:   **3706**

Process Name: **Delegated role request (Non-requestable)**

Date Last Updated: **22/03/2022**

Description: Describes business process to carry out the provisioning of a role on behalf of a user.

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 retained finance function manager and FSS service and governance manager identify the need for a delegated role request and raise the request via a ticket on the case management system	Service and Governance Manager - FSS & Retained Finance Function Manager - PSB	Jitbit		
Usage	2	FSS review the request to identify any Segregation of Duties rule violations, using the Segregation of Duties report which details the system access already assigned to the user. This will allow the user to consider if the approval of the new request could present a segregation of duties conflict.	L1.5 Support User - FSS	Oracle	Personal	User account name, user account email
Transfer	3	FSS adds the specified roles to the user account following a successful review of the user account or if the request is for a new user	L1.5 Support User - FSS	Oracle	Personal	User account name, user account email, user account address, user account PPS number, user account bank details
Usage	4	FSS sends the request for approval via Oracle workflow to the role owner.	L1.5 Support User - FSS	Oracle	Personal	User account name, user account email

Usage	5	PSB and FSS approver will receive a notification to approve the Role request. The request will include the user's current assigned roles as well as the newly requested ones. The approver will review the request and the Segregation of Duties report which details the system access already assigned to the user. This will allow the user to consider if the approval of the new request could present a segregation of duties conflict.	Service and Governance Manager - FSS & Retained Finance Function Manager - PSB	Oracle	Personal	Approver name, approver email
Capture	6	PSB and FSS approver approves the role request once satisfied and roles are assigned via Oracle workflow	Service and Governance Manager - FSS & Retained Finance Function Manager - PSB	Oracle		