

**Process Id#:** 3707  
**Process Name:** Additional profile request  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process to add additional profiles to accompany a role to enable the user to access and transact on key forms on Oracle

**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 additional profile to accompany a role allocation.	PSB User	Oracle	N/a – PSB activity	
Usage	2	PSB manager approves the need for an additional profile	Retained Finance Function Manager - PSB	Off-System	N/a – PSB activity	
Transfer	3	PSB raises a profile request via ticket on the case management system	Retained Finance Function Manager - PSB	Jitbit	N/a – PSB activity	
Usage	4	FSS adds the additional profiles e.g. buyer and collector	L1.5 Support User - FSS	Oracle	Personal	User name, user email, user address, user PPS number
Usage	5	FSS updates and closes the ticket which sends an automatic notification to the PSB user	L1.5 Support User - FSS	Jitbit	Personal	PSB user name, PSB user email
Capture	6	PSB user logs in to Oracle and confirms access to the relevant functions.	PSB User	Oracle	N/a – PSB activity	