

Process Id#: 3708
Process Name: Manual user account maintenance
Date Last Updated: 22/03/2022

Description: Describes business process to manually carry out user account maintenance using 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 local human resources identify the need to revoke a role or responsibility e.g. auditor no longer requiring system access	Local Human Resources- PSB	Off-System	N/a – PSB activity	
Usage	2	PSB local human resources raises an account update request via a ticket on the case management system	Local Human Resources- PSB	Jitbit	N/a – PSB activity	
Usage	3	or a compliance review carried out by the FSS support team identifies the need to revoke a role or responsibility	Support Function - FSS	Off-System	Personal	User name, user email, user address
Usage	4	FSS sets an end date for the user roles & responsibilities on Oracle to be revoked	Support Function - FSS	Oracle		
Usage	5	FSS updates and closes the ticket and an automatic notification is sent to the user	Support Function - FSS	Jitbit	Personal	User name, user email