

Process Id#: 3709
Process Name: Maintain Menus, Responsibilities and Segregation of Duties Tags
Date Last Updated: 22/03/2022

Description: Describes business process to maintain menus, responsibilities and segregation of duties tags

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	FSS S&G Team identify a need to update menu/ responsibility or conduct segregation of duties tag maintenance	Service & Governance Team - FSS	Off-System		
Transfer	2	FSS S&G Team raise update request via case management system ticket	Service & Governance Team - FSS	Jitbit		
Usage	3	FSS L1.5 support user determine the type of change required based on the information in the ticket and ensure the change will not be in violation of segregation of duties rules	L1.5 Support User - FSS	Oracle	Personal	User name, user email, user address, user PPS number
Usage	4	FSS L1.5 support user adds/removes a function or sub menu if the change required is to a menu	L1.5 Support User - FSS	Oracle		
Capture	5	FSS L1.5 support user can change the menu or request group linked to the responsibility, add menu exclusions, or end date the responsibility if the change required is to a responsibility	L1.5 Support User - FSS	Oracle		

Capture	6	FSS L1.5 support user can add or remove inheritance, grant access to a function, or end date the role if the change is to a role	L1.5 Support User - FSS	Oracle	Personal	User name, user email, user address, user PPS number
Usage	7	FSS L1.5 support user updates and closes the ticket with an automatic notification sent to the S&G Team	L1.5 Support User - FSS	Jitbit	Personal	User name, user email