Process Id#:   **3710**
Process Name: **Maintain Approvers**
Date Last Updated: **22/03/2022**

Description: Describes business process to update approvers on the Oracle system

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 to update approvers e.g. change an email address	Retained Finance Function - PSB	Off-System	N/a – PSB activity	
Usage	2	PSB raises an update request via ticket on the case management system	Retained Finance Function - PSB	Jitbit	N/a – PSB activity	
Transfer	3	FSS updates the approver on Oracle with the required change	L1.5 Support User - FSS	Oracle	Personal	PSB approver name, PSB approver email, PSB approver address, PSB approvers PPS number, PSB approver bank details
Usage	4	PSB updates and closes the ticket and an automatic notification is sent to the user	Retained Finance Function - PSB	Jitbit	N/a – PSB activity	