Process Id#:   **3711**

Process Name: **Compliance review**

Date Last Updated: **11/01/2022**

Description: Describes business process to carry out a compliance review 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	FSS runs the segregation of duties conflicts report to highlight potential Segregation of Duties conflicts at Menu/ Function permission level that a user may have.	L1.5 Support User - FSS	Oracle	Personal	User name, user email, user address
Usage	2	FSS runs the user audit reports which includes reports such as sign-on audit concurrent requests, sign-on audit forms, sign-on audit unsuccessful logins, sign-on audit users etc. These reports help to identify issues such as regular unsuccessful logins which may highlight attempted unauthorised access and users who have active accounts but have not accessed the system within a certain time frame	L1.5 Support User - FSS	Oracle	Personal	User name, user email, user address, user PPS number
Transfer	3	FSS reviews the audit user reports to identify any non-compliance issues and the inactive users or roles.	L1.5 Support User - FSS	Off-System	Personal	User name, user email, user address, user PPS number

Usage	4	FSS engages with the relevant PSB RFF Team or with the FSS Service & Governance team to determine the appropriate action to resolve any identified issues found from the auditing reports. Changes are processed by raising a Jitbit ticket. Closure of the ticket signals that the process is now complete.	L1.5 Support User - FSS	Off-System	Personal	User name, user email, user address, user PPS number