Process Id# :: 0105
Process Name :: **Checking & Uploading Reports for HRSS Teams**
Date Last Updated :: 28/11/2019

Description ::

This is to enable all reports issued from HRSS to be uploaded using the same process and to the same folders. This improves data protection and allows HR to access all reports from the one area.

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 : Checking and uploading reports for HRSS teams	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Transfer	1	Report dropped into Reporting folder on H:Drive by relevant team for Local HR	Relevant HRSS team	Shared Drive	Personal and Sensitive	Name, PPSN, All HRMS/CMS Details
Data Capture	2	Report checked for correct business unit and password	Reporting	Shared Drive	Personal and Sensitive	Name, PPSN, All HRMS/CMS Details
Data Capture	3	Sign interpretation sheet on Report	Reporting	Shared Drive	Personal and Sensitive	Name, PPSN, All HRMS/CMS Details
Data Usage	4	Upload to relevant PSB's DMS site	Reporting	DMS	Personal and Sensitive	Name, PPSN, All HRMS/CMS Details