

Record Retention Schedule - March 2022

Employee Data					
	TYPES OF PERSONAL DATA	PURPOSE(S) FOR COLLECTING	LEGAL BASIS (ARTICLE 6 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
1	GENERAL IDENTITY AND CONTACT INFORMATION FOR EMPLOYEES, PROFESSIONAL MASTERS OF EDUCATION STUDENTS, VOLUNTEERS AND CONTRACTORS.				
	Name	For identification purposes To contact employee / issue employment contracts and / or letters of appointment. For vetting To add to payroll system To comply with Social Welfare legislation where applicable To process pension if applicable For business management purposes May also be used to for litigation purposes	Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Authority vested in the controller.	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells left) related to this category of data.	Needed to meet retention period of associated data, i.e. if pension data is being processed in respect of a particular employee, the name will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the name in that instance will mirror that of the retention of pension related data for that employee.
	Identification documents, including passport/driving licence and note recording HR viewing of same	To verify employee is who s/he claims.	Legal obligation as employer	Other than in exceptional circumstances, this does not need to be kept; a note that the documents were received, the nature of the document, e.g. driving licence, that it was verified and held for a year can be recorded in the personnel file for the duration of the employee's employment + 7 years.	During employment, is retained (as part of staff personnel file) for employment law compliance, safety, security, auditing standards, and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	PPSN	For identification purposes To comply with employment and revenue law requirements To comply with Social Welfare legislation where applicable For pension purposes	Legal obligation Legal obligation Legal obligation Legal obligation	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule.	Needed to meet retention period of associated data, i.e. if pension data is being processed in respect of a particular employee, the PPSN will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the PPSN in that instance will mirror that of the retention of pension related data for that employee.
	Date of birth	For vetting For identification purposes To comply with Social Welfare legislation where applicable To add to payroll system For business management purposes To process pension if applicable To comply with employment law requirements regarding age and entitlements, including retirement To comply with employment law requirements May also be used to for litigation purposes	Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Authority vested in the controller.	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells left) related to this category of data.	Needed to meet retention period of associated data, i.e. if pension data is being processed in respect of a particular employee, the DOB will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the DOB in that instance will mirror that of the retention of pension related data for that employee.
	Address and contact details	To contact employees To issue employment contracts and/or letters of appointment. To comply with Social Welfare legislation where applicable For pension purposes	Contract Legal obligation	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells	Needed to meet retention period of associated data, i.e. if pension data is being processed in respect of a particular employee, the DOB will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the DOB in that instance will mirror that of the retention of pension related data for that employee.

		To comply with employment law requirements	Legal obligation	left) related to this category of data.	
	Third-party next-of-kin contact details (self completion in CoreHR)	To contact next-of-kin about employees in case of emergency	Legal obligation and vital interest	Until employment ceases.	Basis is withdrawn at the point of ending employment. There is no vital interest to keep the data after the employee leaves.
2	APPLICATION AND RECRUITMENT DATA IN ADDITION TO THAT SET OUT IN SECTION 1 ABOVE, INCLUDING APPLICATIONS AND APPOINTMENTS FOR SUBSTITUTE HOURS.				
	Gender	<p>To meet gender balance on interview boards for specific category employees</p> <p>To comply with CSO requirements</p> <p>To comply with Social Welfare legislation where applicable</p> <p>To comply with gender pay-gap reporting requirements</p>	<p>Legal obligation and public interest</p> <p>Legal obligation and public interest</p> <p>Legal obligation and public interest</p> <p>Legal obligation and public interest</p>	Retain on personal file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Qualifications (including Teaching Council documentation)	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	<p>For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held.</p> <p>For successful applicants, move to the employee's file in Staff Records. Retain for duration of employment + 7 years.</p>	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	College attended / attending	For verification of requisite qualification for post, to determine suitability for the role and to enable competition with other applicants.	Legal obligation, public interest and consent.	<p>For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held.</p> <p>For successful applicants, move to the employee's file in Staff Records. Retain for duration of employment + 7 years.</p>	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Previous / current employer	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	<p>For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held.</p> <p>For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.</p>	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Personal statements supporting application for post	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	<p>For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held.</p> <p>For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.</p>	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	CVs and applications (including unsolicited)	<p>To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process, recruiting staff</p> <p>To issue letters of offer, deal with request for feedback.</p> <p>To comply with employment law requirements regarding issuance of statement of terms and conditions</p> <p>For verification and dispute resolution purposes and to defend litigation.</p>	<p>Contract</p> <p>Legal obligation</p> <p>Public interest</p>	<p>For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held.</p> <p>For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.</p>	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Selection criteria other than any data contained in CV / personal statement.	<p>To comply with employment law requirements regarding fair procedures etc.</p> <p>To assess suitability for interview</p> <p>For verification and dispute resolution purposes and to defend litigation.</p>	<p>Contract and legal obligation</p> <p>Authority vested in the controller.</p>	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".

Interview Board Marking Scheme	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Interview Board marking sheet	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For giving (unsuccessful) candidates feedback. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Interview Board Formal Notes	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Panel Recommendations by Interview Board	To administer the selection and recruitment process. To comply with employment law requirements re: fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	18 months from close of competition or from the date of expiry of the panel, whichever is later.	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Interview Process Selection Board Report (with unsuccessful names redacted)	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Retain on personnel file for duration of employment + 7 years - delete other candidate details	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. ESF audits may require evidence of original appointment process on historic basis for employees that are sampled during a particular period. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
References of successful applicants who become employees	To administer the selection and recruitment process and ensure appropriate staff are appointed	Contract	Retain on personal file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Letters of invitation to interview, correspondence relating to outcome (including responses to requests for feedback).	To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process, recruiting staff To issue letters of offer, deal with request for feedback. To comply with employment law requirements regarding issuance of statement of terms and conditions. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Identity of candidates unsuccessful at interview.	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
Identity of candidates shortlisted and successful but who do not accept offer	For verification and dispute resolution purposes and to defend litigation.	Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".

	<p>Visa documentation / work permits / copy of Garda National immigration Bureau Card / Green Card</p>	<p>To ensure compliance with employment legislation</p>	<p>Legal obligation.</p>	<p>For period of employment or until Irish/EU citizenship is confirmed, whichever is earliest.</p>	<p>To continue to meet employment legislation requirements, including reporting to Department of Jobs, Enterprise and Innovation, Department of Education and/or CSO.</p>
3	PRE-EMPLOYMENT VETTING				
	<p>Garda vetting outcome and/or Teaching Council vetting verification</p>	<p>To comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016.</p>	<p>Legal obligation and substantial public interest</p>	<p>If successful and takes up post, employer to keep for one year after disclosure is received.</p> <p>For practical purposes, where an ETB employs thousands of employees, an annual erasure of vetting disclosures on files will be done.</p> <p>If unsuccessful / don't take up the post, 18 months post-competition.</p>	<p>As per DPC: "Retention periods for the processing of personal data are entirely a matter for the controller/processor concerned and should be determined on a case-by-case basis for each category of personal data processed. (...) (V)etting checks should be retained for one year (as we recommend for any data obtained in relation to the recruitment process) and then destroyed, while a record of the vetting application can be retained for a longer period to indicate that it took place. This is to protect the individual from exposure to risk of unauthorised disclosure of their data. Ultimately, it is a matter for you to ensure compliance with the Regulation and to be able to stand over any retention periods that you may have.</p> <p>From a practical perspective, ETBs would not be in a position to delete on the anniversary of each employee's vetting. Hence, the recommendation for an annual erasure of records more than 12 months old.</p>
4	EMPLOYMENT TERMS, PERSONNEL FILES, PAYROLL / SALARY DETAILS IN ADDITION TO DATA SET OUT IN SECTIONS ABOVE				
	<p>Contract for service or terms and conditions of employment</p>	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Legal obligation and contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
	<p>General job description</p>	<p>To manage the employment contract</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
	<p>Letter of appointment</p>	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
	<p>Probation letters/forms</p>	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
	<p>Employee training files</p>	<p>To manage employment contract</p> <p>To comply with employment law requirements.</p>	<p>Legal obligation and substantial public interest</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
	<p>"Post of Responsibility" applications and correspondence</p>	<p>To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process, appointment of staff to Post of Responsibility</p> <p>To issue letters of offer, deal with request for feedback.</p> <p>To comply with employment law requirements regarding issuance of statement of terms and conditions, adding to the payroll system etc.</p>	<p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p>	<p>Unsuccessful applicant kept for 18 months, in line with other recruitment.</p> <p>Successful applicant's documentation (application and decision etc.) retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>

	For verification and dispute resolution purposes and to defend litigation.	Authority vested in the controller.	on the ETB)	out-of-court procedure".
Promotions/POR Board master files	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Line Manager Annual Review of POR	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
POR appeal documents	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Records of previous service (incl. correspondence with previous employers) (otherwise than for pension purposes)	To manage employment contract To comply with employment law requirements.	Legal obligation, contract and substantial public interest Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Record of maintenance/gaps in continuation of registration with the Teaching Council obtained by the HR/Payroll department from the Teaching Council Register.	To ensure compliance with Teaching Council legislation - Section 20	Legal obligation	Teaching Council 'Daily Report' - entry only appears if teacher becomes unregistered. Retain for employment + 7 years as proof of reason for taking off payroll in the event of a dispute.	As per section 30 of the Teaching Council Act: "A person who is employed as a teacher in a recognised school but— (a) is not a registered teacher, or (b) is removed or suspended from the register under Part 5, shall not be remunerated by the school in respect of his or her employment out of moneys provided by the Oireachtas."
5 IR/HR WORKPLACE PROCESSES AND LITIGATION				
Disciplinary records and performance management records	To manage employment contract and relationship with employee To comply with HR policies To monitor, review and assess employee performance.	Legal obligation and contract Contract Contract	Verbal warning: place on the staff member's HR file. To be removed from the file after six calendar months' subject to sustained satisfactory improvement during the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues. Written warning: place on the staff member's file. To be removed from the file after six calendar months' subject to sustained satisfactory improvement during the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues. Final written warning: place on the staff member's file. To be removed from the file after twelve calendar months' subject to sustained satisfactory improvement during	Employment law legislation, Circular 0048/2018 and the Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure". In case of legal action, retain until all appeal options are exhausted.

	To comply with employment law requirements.	Legal obligation	<p>the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues.</p> <p>Final disciplinary hearing: a copy of this statement (recording the sanction) will be held on the staff member's personnel file and will remain there permanently. May also be retained in a separate disciplinary file if there have been previous discipline/performance issues.</p>	
Records relating to meetings with personnel from HR not otherwise captured in this policy.	To manage employment contract and relationship with employee	Legal obligation and contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ". In the case of legal action, retain until all appeal options are exhausted.
	To comply with employment law requirements.	Legal obligation		
Allegations/complaints by the employee	To manage employment contract and relationship with employee	Legal obligation and contract	7 years from date of review undertaken on foot of complaint, though this could be reviewed and extend if anything similar/related arises.(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ". In the case of legal action, retain until all appeal options are exhausted.
	To meet duty of care as employer and school patron	Legal obligation		
	To comply with employment law requirements.	Legal obligation		
Allegations/complaints against the employee	To manage employment contract and relationship with employee	Legal obligation and contract	Depends on the outcome of any investigation / procedure. If complaint is upheld, data is stored on disciplinary file for the duration of employment + 7 years. If complaint is dismissed, 7 years.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ". In the case of legal action, retain until all appeal options are exhausted.
	To meet duty of care as employer and school patron	Legal obligation		
	To comply with employment law requirements.	Legal obligation		
Industrial relations correspondence, minutes of meeting, reports,	To manage employment contract and relationship with employee	Legal obligation and contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ". In the case of legal action, retain until all appeal options are exhausted.
	To comply with employment law requirements.	Legal obligation		
Dignity at Work case files	To manage employment contract and relationship with employee	Legal obligation and contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	To comply with employment law requirements.	Legal obligation		
Grievance case files and records,	To manage employment contract and relationship with employee	Legal obligation and contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	To comply with employment law requirements.	Legal obligation		
Employee Assistance Programme offer/notification letters/email	To manage employment contract and relationship with employee	Legal obligation and contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for the purpose of demonstrating the carrying out of the employer's duty of care to the particular employee. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	To comply with employment law requirements.	Legal obligation		
WRC papers/hearings, LC papers/hearings/appeals, LC IR recommendations,	To manage employment contract	Contract		
	To comply with employment law and social welfare requirements.	Legal obligation	Dependent on nature of matter. Discuss with DPO on case-by-case basis.	Dependent on period for which it is retained.

	Court processes etc .	To defend litigation	Authority vested in the controller.		
6	RECORDS RELATING TO LEAVE AND SERVICE				
Leave of absence applications and instances	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For occupational pension purposes To comply with the Payment of Wages Act and the Organisation of Working Time Act. For accounting and audit purposes. To issue payslips in the required form.	Legal obligation Public interest Authority vested in the controller. Legal obligation Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
Applications for and acceptance to job share	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For accounting and audit purposes. To issue payslips in the required form. For occupational pension purposes To comply with the Payment of Wages Act and the Organisation of Working Time Act.	Legal obligation Public interest Authority vested in the controller. Legal obligation Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
Applications for and acceptance to Career Break	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For accounting and audit purposes. To issue payslips in the required form.	Legal obligation Public interest	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
Records re: maternity leave, adoptive leave, paternity leave, parental leave, force majeure leave, carer's leave	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments.	Legal obligation	Parental leave - 12 years on HR file & until retirement in payroll records if pension entitlements apply.	Parental Leave Acts 1998 -2019	
	To issue payslips in the required form.	Legal obligation	Force majeure leave - 8 years	Parental Leave Acts 1998 -2019	
		Legal obligation	Carer's leave - 8 years. Copies of notices required under the Carer's Leave Act 2001 must be retained for 3 years on HR file. To be kept until retirement in payroll records if pension entitlements apply.	Carer's Leave Act 2001	
	To comply with the Payment of Wages Act and the Organisation of Working Time Act.	Contract and legal obligation	Maternity leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply.	To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that a data subject or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.	
	For occupational pension purposes.	Contract and legal obligation	Adoptive leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply.		
	Required for the calculation of increments and seniority.	Legal obligation	Paternity leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply.		
	For organisational administration,	Authority vested in the controller.	Marriage Leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply.	To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts.	
	Verification and dispute resolution purposes, To defend litigation	Authority vested in the controller.			
	For accounting and audit purposes.	Legal obligation	Other unpaid leave - For at least 1 year on HR file & until retirement in payroll records if	To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public	

			Time & other elements in pension records if pension entitlements apply.	Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts.
Working Time Act records (attendance hours, holidays, breaks)	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Annual Leave Records	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>3 years on HR file & until retirement in payroll records if pension entitlements apply.</p>	<p>Organisation of Working Time Act 1997.</p>
Records documenting employee's authorisation for non-statutory payroll deductions	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Salary claim forms (hard and soft copy)	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Records documenting calculation and payment of payroll payments (including salary and overtime)	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes,</p> <p>To defend litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
	<p>To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments.</p>	<p>Legal obligation</p>		

Records documenting adjustment on promotion of employee, documents relating to approval for incremental credit, and incremental approvals	<p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Superannuation (Pension) Calculations	<p>To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.
Records documenting payment of employer and employee contributions to pension schemes	<p>To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments.</p> <p>To issue payslips in the required form.</p> <p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>Required for the calculation of increments and seniority.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.
Final Pensions benefit calculations	To enable data subject access to a pension scheme.	Contract and legal obligation.	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.
Expenses (Travel & Subsistence) records and reimbursement records	<p>To comply with the Payment of Wages Act and the Organisation of Working Time Act.</p> <p>For occupational pension purposes.</p> <p>For organisational administration,</p> <p>Verification and dispute resolution purposes, incl. litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	6 years.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment and for duration of relevant auditing period.
7 MEDICAL RECORDS (INCL. PRE-EMPLOYMENT) AND SICK LEAVE DOCUMENTS				
Occupational health referrals	To assess a person's fitness for a particular post or occupation having regard to the requirements of that post	Contract	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	<p>To ensure staff can perform the tasks associated with their roles.</p> <p>To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements.</p> <p>For verification and dispute resolution purposes and for the purposes of litigation.</p>	<p>Contract</p> <p>Legal obligation and substantial public interest</p> <p>Legal obligation and authority vested in the controller</p>		
	To assess a person's fitness for a particular post or occupation having regard to the requirements of that post	Contract		

Occupational Health Records including health assessment / reports, medical records, Correspondence with clinicians re: data subject	<p>To ensure staff can perform the tasks associated with their roles.</p> <p>To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements.</p> <p>For verification and dispute resolution purposes and for the purposes of litigation.</p>	<p>Legal obligation</p> <p>Legal obligation and substantial public interest</p> <p>Legal obligation and authority vested in the controller</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Any data regarding reasonable accommodation for employee	<p>To assess a person's fitness for a particular post or occupation having regard to the requirements of that post.</p> <p>To ensure staff can perform the tasks associated with their roles.</p> <p>To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements.</p> <p>For verification and dispute resolution purposes and for the purposes of litigation.</p>	<p>Contract</p> <p>Legal obligation</p> <p>Legal obligation and substantial public interest</p> <p>Legal obligation and authority vested in the controller</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Sickness absence records	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and temporary rehabilitation remuneration,</p> <p>To manage occupational health / refer staff to occupational health specialists</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes, including defending litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Contract and substantial public interest</p> <p>Contract and substantial public interest</p> <p>Authority vested in the controller.</p> <p>Contract and substantial public interest</p> <p>Legal obligation</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Sick certificates	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and Temporary Rehabilitation Remuneration,</p> <p>To refer staff to occupational health specialists,</p> <p>To manage occupational health,</p> <p>To make reasonable accommodation,</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual",</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes including the defence of legal proceedings</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Contract</p> <p>Contract</p> <p>Contract</p> <p>Contract and legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Absence records other than those already included in this document	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and temporary rehabilitation remuneration,</p> <p>To manage occupational health / refer staff to occupational health specialists</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual."</p>	<p>Legal obligation</p> <p>Contract and substantial public interest</p> <p>Contract and substantial public interest</p> <p>Authority vested in the controller.</p>	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".

	To process applications relating to retirement on grounds of ill health, For verification and dispute resolution purposes, including defending litigation For accounting and audit purposes.	Contract and substantial public interest Legal obligation		statutory tribunal, statutory body or an administrative or out-of-court procedure
Correspondence re retirement on ill-health grounds	To process the pension lump sum payment for employee To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual", To process applications relating to retirement on grounds of ill health, For verification and dispute resolution purposes including the defence of legal proceedings For accounting and audit purposes.	Legal obligation Authority vested in the controller. Legal obligation Authority vested in the controller. Legal obligation	For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.	Widow/Spouse entitlement. Superannuations Acts To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.
Other records documenting the operation of the public-service Sick Pay Scheme	To process the payment of salary for staff on sick leave, To administer applications for critical illness leave and Temporary Rehabilitation Remuneration, To refer staff to occupational health specialists, To manage occupational health, To make reasonable accommodation, To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual", To process applications relating to retirement on grounds of ill health, For verification and dispute resolution purposes including the defence of legal proceedings For accounting and audit purposes.	Legal obligation Contract Contract Contract Contract and legal obligation Authority vested in the controller. Legal obligation Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".

8A. PENSION - SINGLE PUBLIC SERVICE PENSION SCHEME (data shared with DPER annually by employer based on employee's completion of pension application form)

Year of entry	For calculating entitlements	Legal obligation and contract		
Short-form birth cert *(if long form provided, copy should CAREFULLY redact all unnecessary data)	For proof of entitlement based on date on birth			
Maiden Name	For identifying correct recipient	Legal obligation and contract		
Civil Status	For calculating entitlements	Legal obligation and contract		
Details of any Pension Adjustment Order	For calculating entitlements	Legal obligation and contract		
Additional Payroll Number	Additional identifier for internal verification purposes. On Amalgamation of VECs new payroll number was issued - need to reconcile records. Legacy numbers need to be retained.	Legal obligation and contract		
PRSI Class	For calculating entitlements	Legal obligation and contract		
Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract		

Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Member Status	To identify which pension scheme they belong to. Vested/non Vested	Legal obligation and contract
Normal Retirement Date	For calculating entitlements	Legal obligation and contract
Membership Category	To identify which pension scheme they belong to	Legal obligation and contract
Employee Contributions Paid	For calculating entitlements	Legal obligation and contract
Total Actual Gross Pensionable Remuneration Paid	For calculating entitlements	Legal obligation and contract
Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract
Gross Refund Amount Paid	For calculating entitlements	Legal obligation and contract
Refund Date	For calculating entitlements	Legal obligation and contract
Refund Membership Category	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Number	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Name	For calculating entitlements	Legal obligation and contract
Repaid Refund Final Date of Repayment	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Repaid Refund Gross Contribution Amount	For calculating entitlements	Legal obligation and contract

For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.

To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.

Repaid Refund Compound Interest Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Membership Category	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract

8B. PENSION - ALL OTHER PENSION SCHEMES (employee completion of application form)

Year of entry	For calculating entitlements	Legal obligation and contract
Short-form birth cert *(if long form provided, copy should CAREFULLY redact all unnecessary data)	For proof of entitlement based on date on birth	
Maiden Name	For identifying correct recipient	Legal obligation and contract
Gender	Required for older employees with Widows & Orphans benefits	Legal obligation and contract
Civil Status	For calculating entitlements	Legal obligation and contract
Details of any Pension Adjustment Order	For calculating entitlements	Legal obligation and contract
Additional Payroll Number	Additional identifier for internal verification purposes. On Amalgamation of VECs new payroll number was issued - need to reconcile records. Legacy numbers need to be retained.	Legal obligation and contract
PRSI Class	For calculating entitlements	Legal obligation and contract
Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Member Status	To identify which pension scheme they belong to. Vested/non Vested	Legal obligation and contract
Normal Retirement Date	For calculating entitlements	Legal obligation and contract
Membership Category	To identify which pension scheme they belong to.	Legal obligation and contract
Employee Contributions Paid	For calculating entitlements	Legal obligation and contract
Total Actual Gross Pensionable Remuneration Paid	For calculating entitlements	Legal obligation and contract
Pension Referable Amount	For calculating entitlements	Legal obligation and contract

To review calculation and entitlements in event of query or challenge to entitlement / level of payment and payment to

Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract	For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.	To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.
Gross Refund Amount Paid	For calculating entitlements	Legal obligation and contract		
Refund Date	For calculating entitlements	Legal obligation and contract		
Refund Membership Category	For calculating entitlements	Legal obligation and contract		
Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract		
Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract		
Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract		
Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Original RA Number	For calculating entitlements	Legal obligation and contract		
Repaid Refund Original RA Name	For calculating entitlements	Legal obligation and contract		
Repaid Refund Final Date of Repayment	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract		
Repaid Refund Gross Contribution Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Compound Interest Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Membership Category	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract		

9 HEALTH AND SAFETY

Accident reports, Incident Report, documents re injuries	To comply with the employer's duty of care to staff and others.	Legal obligation	10 years from the date of the accident or dangerous occurrence. May need to be retained longer in event of a claim.	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 as inserted by SI 370 of 2016.
	To ensure occupational health.	Legal obligation		
	To comply with all relevant health and safety legislation.	Legal obligation		
Forms, notifications to insurance company.	To comply with the employer's duty of care to staff and others.	Legal obligation	10 years from the date of the accident or dangerous occurrence. May	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020.

	and/or HSA	To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation	need to be retained longer in event of a claim.	Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
	Pregnant Employee Assessment Forms	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Copies of Safety Training Materials + record of who received training	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	Every item of training received kept on employee's file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
10	OFFICE / ADMINISTRATION DATA				
	CCTV recordings	For the security of persons using and adjacent to premises To protect premises and assets To deter crime and anti-social behaviour To assist in the investigation, detection, prosecution of offences To deter bullying and/or harassment To assist in providing a safe environment for all users/visitors For verification purposes and for dispute-resolution particularly in circumstances where there is a dispute as to facts and the recordings may be capable of resolving that dispute For the taking and defence of litigation	Substantial public interest Public interest Vital interest Public interest - Prevention, investigation, detection of offences per Article 23(1)(d) GDPR Public interest Public interest Public interest Authority vested in the controller.	28 days in the normal course, but longer on a case-by-case basis e.g. where recordings / images are requested by An Garda Síochána as part of an investigation or where the records / images capture issues such as damage / vandalism to school property and the images / recordings are retained to investigate those issues, or where the footage is relevant to legal proceedings, until such time that all appeals options are expired.	Section 8 of the Civil Liability and Courts Act 2004 requires that where a letter of claim in a personal injuries action is served later than one month after an accident, the court shall draw such inferences as appear proper. Therefore, according to the Data Protection Commission (https://www.dataprotection.ie/sites/default/files/uploads/2019-05/CCTV%20guidance%20data%20controllers_0.pdf) a 30-day retention period may thus be deemed reasonable, proportionate and balanced for CCTV footage for the purpose of defending a potential personal injury action.
	Teachers' timetables	For matters related to contract and job performance For administration purposes, including building management For fire-safety purposes For dispute resolution in event of complaint or lawsuit.	Legal obligation Legal obligation Legal obligation Authority vested in the controller as employer.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
	Correspondence relating to DSARs and FOI requests: details of request, schedules of records considered/released.	For the purpose of ensuring that obligations re: responses were complied with and also for the purpose of resolving any dispute in relation thereto.	Legal obligation.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i> ".
11	GOVERNANCE / ELECTORAL INFORMATION				
	Staff name and address on electoral roll for election to board of management	To administer the election of staff process in compliance with the Education Act 1998.	Legal obligation Authority vested in the controller.	Until the second post election meeting of the new Board following the dissolution of the previous Board (that staff member was on).	Electrol Roll is to be retained for 12 months post election - DE Circular 28/2019 and subsequent. Needed to carry out board business while person sits on board. To claim expenses in performing board activities
	Staff name and address on electoral roll for election to ETB.	To administer the election of staff process in compliance with the Education and Training Boards Act 2013.	Legal obligation Authority vested in controller	Until the second post election meeting of the new Board following the dissolution of the previous Board (that staff member was on).	Electrol Roll is to be retained for 12 months post election - DE Circular 28/2019 and subsequent. To claim expenses in performing board activities Needed to carry out board business while person sits on board.

Record Retention Schedule - March 2022

SCHOOL / STUDENT DATA				
TYPES OF PERSONAL DATA	PURPOSE(S) FOR COLLECTING	LEGAL BASIS (ARTICLE 6/9 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
1. IDENTITY INFORMATION, CONTACT DETAILS AND APPLICATION INFORMATION (INCL. SELECTION CRITERIA DATA) OF STUDENTS IN SCHOOL				
Name	<p>To identify the student.</p> <p>Once admitted to the school: for counting the pupil in the school's capitation payment and teacher allocation (unless the parent submits a written letter of objection, in which case a partial record will be created for that pupil on POD and that pupil will be counted for capitation purposes. For further information, please see www.education.ie/en/Circulars-and-Forms/Active-Circulars/ci0038_2016.pdf.)</p> <p>Requested by the Department of Education for processing on POD, P-POD etc.</p>	<p>Legal obligation and public interest.</p> <p>Legal obligation and public interest.</p> <p>Authority vested in the controller</p>	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
Date of birth	<p>To identify the student.</p> <p>To ensure compliance with the age requirement for primary schools and post-primary schools</p> <p>Requested by the Department of Education - POD, P-POD etc.</p>	<p>Legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller</p>	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
Address and contact details (to include phone numbers and email addresses)	<p>Contact the student about his/her course, start date, course details, book list/reading list, information about fees, information about grants and scholarships.</p> <p>Enrol the student if application successful.</p> <p>Allocate the student to a particular class/programme group</p> <p>To determine if the student is living within the catchment area (where applicable)</p> <p>Requested by the Department of Education - POD, P-POD etc.</p>	<p>Legal obligation.</p> <p>Legal obligation.</p> <p>Legal obligation and contract.</p> <p>Authority vested in the controller.</p> <p>Authority vested in the controller</p>	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>Part X, section 66(6)(b)(iv) of the Education Act 1998, as inserted by section 9 of the Education (Admission to Schools) Act 2018, section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Family details (in the case of students who are under 18 years at the time of enrolment, the school collects the name, address, and contact details of parents/guardians and next of kin/emergency contact).	<p>To contact the student about their course</p> <p>To allocate the student to a particular class/programme group</p> <p>Enrol the student if application successful.</p> <p>To contact parents/guardians re: student's academic progress</p> <p>To contact parents/guardians re: emergency situations</p> <p>To contact parents/guardians re: behavioural matters</p> <p>To contact parents/guardians re: school closures / child welfare matters</p>	<p>Legal obligation.</p> <p>Legal obligation.</p> <p>Legal obligation.</p> <p>Legal obligation.</p> <p>Legal obligation and vital interests.</p> <p>Legal obligation and vital interests.</p> <p>Legal obligation and vital interests.</p>	<p>On student MIIS, for as long as the data subject is a student of the school, or until s/he turns 18, whichever is later.</p> <p>Any such data contained in school application/acceptance forms: until forms are being shredded, 7 years after student has turned 18.</p>	<p>Statute of Limitations Act 1957, the Education Act 1998 inserted by section 9 of the Education (Admission to Schools) Act 2018 and section 9(g) of the Education Act 1998.</p>
Gender / Sex	<p>To identify the student.</p> <p>To achieve classroom balance in co-educational schools</p> <p>To ensure appropriate sex in single-sex schools</p> <p>Requested by the Department of Education - POD, P-POD etc.</p>	<p>Legal obligation.</p> <p>Authority vested in the controller.</p> <p>Legal obligation / authority vested in the controller.</p> <p>Authority vested in the controller.</p>	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
PPS number	<p>To identify the student.</p> <p>Requested by the Department of Education - POD, P-POD etc.</p>	<p>Authority vested in the controller by the Education Act 1998 and the Social Welfare Consolidation Act 2005.</p> <p>Authority vested in the controller.</p>	<p>18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>Part X, section 66(6)(b)(iv) of the Education Act 1998, as inserted by section 9 of the Education (Admission to Schools) Act 2018, section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>

Position in family and whether other siblings already in the school.	To determine whether the student has/had siblings who are currently attending or who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>To demonstrate compliance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018 where it was relied upon when giving preference to student when admitting him/her to the school. The 7 years is based on the Statute of Limitations Act 1957, which allows a legal case to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Student's parent/guardian or grandparent information re: attendance at school	To determine whether the student has/had a parent(s)/guardain or grandparent(s) who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
Student's primary school	To determine whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
Irish fluency and whether the student resides in a Gaeltacht area	To determine the level of fluency of the student as part of admission selection criteria where an Aonad Lán-Gaeilge / Gaelscoil / Gaelchólaíste is oversubscribed.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
Parent's / student over 18's recent utility bill	Required as proof of address where a criterion of admission to the school is whether a student resides in a particular catchment area.	Legal obligation.	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	

2. APPLICATION INFORMATION FOR DATA SUBJECTS WHO APPLIED BUT WERE NOT ADMITTED TO THE SCHOOL.

Name	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2018	<p>1 year post-application or for duration of any legal proceedings arising (including appeal limits), whichever is the later. Where data subject becomes a student, the other periods as set out in this schedule will apply.</p>	<p>Education (Admission to Schools) Act 2018 says that a student is put on to a waiting list for the academic year to which s/he applied and that list remains in existence for one year. Section 29 of the Education Act 1998 allows an appeal for refusal to admit and this can take up to a year. In the case of a judicial review, the basis for retaining for this purpose is section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure</i>".</p>
Address and contact details (to include phone numbers and email addresses)	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2019		
Parents' details	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2020		
Application form including signatures and possibly educational needs.	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2021		
Position in family and whether other siblings already in the school.	To determine whether the student has/had siblings who are currently attending or who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		<p>To demonstrate compliance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018 where it was relied upon when giving preference to student when admitting him/her to the school. Section 29 of the Education Act 1998 allows an appeal for refusal to admit and this can take up to a year. In the case of a judicial review, the basis for retaining for this purpose is section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Student's parent or grandparent information re: attendance at school	To determine whether the student has/had a parent(s) or grandparent(s) who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		
Student's primary school	To determine whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission	Authority vested in the controller via the Education (Admission to Schools) Act 2018		
Irish fluency and whether the student resides in a Gaeltacht area	To determine the level of fluency of the student as part of admission selection criteria where an Aonad Lán-Gaeilge / Gaelscoil / Gaelchólaíste is oversubscribed.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		
Parent's / student over 18's recent utility bill	Required as proof of address where a criterion of admission to the school is whether a student resides in a particular catchment area.	Legal obligation.		

3. UPON ACCEPTANCE / ENROLMENT STAGE				
An original long birth-certificate (together with a copy)	<p>For identification purposes.</p> <p>Section V of the Department of Education's Rules for Post-Primary Schools requires a Principal to obtain a "certified extract from" the "public register of births." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.</p>	<p>Authority vested in the controller.</p> <p>Legal obligation.</p>	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Mother's Maiden Name (as part of Acceptance Form)	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>Statute of Limitations Act 1957 which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Nationality or ethnic or cultural background	Requested by the Department of Education via POD and PPOD	Consent	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
First language of a student	<p>Requested to ensure that the educational needs of all students are identified and provided for.</p> <p>Requested by the Department of Education - POD, P-POD etc.</p>	<p>Authority vested in the controller</p> <p>Authority vested in the controller.</p>	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Any court orders or other arrangements in place governing access to or custody of a child student.	To ensure that the child is released to the care of the correct person at the end of the school day.	Legal obligation, substantial public interest and vital interests	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Third-party next-of-kin contact details (and the details re their relationship to the student)	For contact in case of an emergency.	Legal obligation, public interest/substantial public interest and vital interests	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Applications to other schools	Boards of management may use this information for the efficient admission of students.	Authority vested in the controller.	<p>Student attaining age of majority (18) plus 7 years.</p> <p>In the event of a claim, until all appeal option timelines are exhausted.</p>	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>

Receipt of EAL (English as an Additional Language) support.	To apply to the DES for the allocation of resources to support the student in his/her learning support.	Legal obligation, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Exemption from studying Irish including reason (e.g. received primary school up to 11 years of age outside Ireland, evidence of disability, student from abroad etc.).	To ascertain whether the student is exempt from the study of Irish (and to arrange the student's timetabling accordingly). Requested by the Department of Education - POD, P-POD etc.	Legal obligation, public interest/substantial public interest, vital interests and explicit consent Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Enrolment Date	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Student school email account log-in information and email content.	For communicating with students For assisting with remote learning and learning using technologies	Authority vested in the controller. Legal obligation, public interest and authority vested in the controller.	1 year after student leaves	School does not require this data. Former student may need access thereafter to communications with CAO, SUSI, etc. 1 year after graduation is a reasonable period to allow access.
Date of leaving school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Leaving destination if student leaves before natural end of schooling in particular school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Current Standard (e.g. Senior Infant, 1 st Class etc.).	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student).	To deliver education appropriate to the needs of the student and to deliver religious instruction. To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation, substantial public interest and vital interests. Legal obligation, substantial public interest and vital interests.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".

Student's previous attendance records including Registers and Roll books etc.	<p>To determine how much education the student has received to date.</p> <p>To comply with obligations in Education (Welfare) Act 2000.</p> <p>To have historical record of attendance of student for archiving purposes.</p> <p>To make statutory notifications to the Education Welfare Officer (TUSLA) in certain circumstances, such as where the student is suspended for 6 days or more, where the student is absent for an aggregate period of 20 school days during the course of the year, and/or if the Principal is of the opinion that the student is not attending school regularly.</p>	<p>Legal obligation and public interest</p> <p>Legal obligation and public interest</p> <p>Authority vested in the controller.</p> <p>Legal obligation and public interest</p>	Retain day registers indefinitely and archive when class leaves + 2 years.	Art. 89 GDPR allows for exemption on retention period for historical, archival or statistical purposes.
Student's subjects, academic achievement and matters related to student's contribution	To assist the school in the allocation of resources and for the school to carry out its function to provide education to students which is appropriate to their abilities and needs.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
State exam results	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation	One year after student leaves the school	State Exam Results are held by the SEC.
Continuous assessment and end of term/year reports,	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Uploaded work to IT platforms, cloud systems etc.	To contribute to records regarding a student's educational progress.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results),	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Student's Behaviour (excluding matter relating to bullying, expulsion, suspension: see rows 152-156 below)	To "ensure that students have access to appropriate guidance to assist them in their educational and career choices" and to put the school on notice of any increased risk or likelihood of the student engaging in any activity which would or could pose a risk to other students, which is necessary to ascertain in line with the school's duty of care towards the students.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	<p>Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.</p> <p>In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".</p>
Parental/student preferences and contact details regarding direct marketing contacts (e.g. promotions, etc).	Purposes: this is so that we know whether we can contact data subject for the purposes of direct marketing.	Explicit Consent	While the student attends the school or until the parent/student withdraws consent, whichever is earlier.	Article 7 of the General Data Protection Regulation 2016/679

Records of school tours/trips, including permission slips, itinerary reports, any documents required by Irish Border Control/INIS.	To organise school trips, arrange travel plans, insurance etc.	Explicit Consent	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Garda vetting form & outcome on students on work experience excluding primary school students	In respect of a work experience placement (where that work experience role requires that the student be Garda vetted) the ETB will assist the student in obtaining their Garda vetting outcome (with the consent of the student and their parent/guardian) in order to furnish a copy of same (with the consent of the student and the student's parent/guardian) to the work experience employer.	Explicit Consent	Record of outcome retained for 12 months. School to retain the reference number and date of disclosure on file, which can be checked with An Garda Síochana in the future.	The personal data should be deleted when the purpose for which it was sought has expired. As per DPC: "Retention periods for the processing of personal data are entirely a matter for the controller/processor concerned and should be determined on a case-by-case basis for each category of personal data processed. (...) (Vetting checks should be retained for one year (as we recommend for any data obtained in relation to the recruitment process) and then destroyed, while a record of the vetting application can be retained for a longer period to indicate that it took place. This is to protect the individual from exposure to risk of unauthorised disclosure of their data. Ultimately, it is a matter for you to ensure compliance with the Regulation and to be able to stand over any retention periods that you may have."
Photographs and recorded images of students (including at school events and noting achievements), but excluding CCTV recordings (dealt with below).	To celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school/centre/programme.	Consent	Indefinitely, unless consent is withdrawn in cases where the publication has not already been completed and is unable to be amended.	Consent. The withdrawal of consent does not affect the previous use of any photos taken of that particular student before the consent was withdrawn.
Category of capitation grant that is paid in respect of student	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	For as long as the student is enrolled in the school	Circular letter 0040/2019 'Fair Processing Notice to explain how the personal data of students in postprimary schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared.' which states that "All data will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed."
If student is a new entrant / repeat student and reasons for same	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
If the student is a short-term placement and if so the duration for which he/she is enrolled	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
Whether the student boards at his/her school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
4. DATA SUBJECTS ON APPLICATIONS AND WAITING LIST WHO DO NOT BECOME STUDENTS IN THE SCHOOL				
Name	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2018	For 1 year after the date on which the data subject sought admission to the school (to allow time for a section 29 appeal to be taken). Where data subject becomes a student, the other periods as set out in this schedule will apply.	Education (Admission to Schools) Act 2018 says that a student is put on to a waiting list for the academic year to which s/he applied and that list remains in existence for one year.
Address and contact details (to include phone numbers and email addresses)	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2019		
Parents' details	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2020		
Application form including details set out at section 1 above.	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2021		
5. INFORMATION TRANSFERRED FROM PRIMARY SCHOOL TO POST-PRIMARY SCHOOL				
Education Passport (end-of-year 6th Class Report card for transferring to post-primary school).	The Education Passport is prepared by primary schools as the end-of-year 6th Class Report card for transferring to post-primary school. The NCCA template states: "to support your child's move to post-primary school, we will send a copy of this report card to his/her new school. We will do so after the post-primary principal has confirmed your child's enrolment for the new school year". The protocols supporting this process are set out in DES Circulars 42/2015 and 34/2016.	Legal obligation.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
6. SPECIAL CATEGORY DATA NOT INCLUDED ABOVE				
Nationality	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.

Student's level of intergration into mainstream classes (if applicable)	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
If the student is in a special class, the type of special class	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Any relevant medical information and details of the student's GP (to be contacted in case of emergency)	To ensure that the school has any relevant information as may be necessary to preserve the student's health and to meet the child's medical/care needs.	Legal obligation, public interest, vital interest and explicit consent	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Any special needs/medical needs that need to be accommodated, e.g. medical assessment, psychological assessment/report, correspondence, Special Education Needs' files, Individual Education Plans, notes relating to inter-agency meetings, medical information (medical condition and/or medication/treatment required) and disclaimers (signed by students undergoing beauty treatments).	To apply to the DES for the allocation of resources to support the student in his/her learning. For admission to a special educational needs unit within a mainstream school and to ensure each applicant meets the admissions criteria set out in the admissions policy and/or otherwise meets the eligibility requirements. To assess the student's needs To develop individual education plans To share this personal data with Special Educational Needs Organisers ("SENOs") employed by the National Council for Special Education (the statutory agency established under the Education for Persons with Special Educational Needs Act 2004 To furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOs")) such information as the Council may from time to time reasonably request.	Legal obligation, authority vested in the controller Legal obligation, authority vested in the controller Legal obligation, authority vested in the controller Legal obligation, authority vested in the controller Legal obligation, authority vested in the controller Legal obligation, authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the case of a student who will not acquire legal capacity when s/he/they reaches the age of majority, the data should be kept indefinitely. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure". In the case of a student who never acquires legal capacity, there is no Statute of Limitations in respect of any action taken on his/her/their behalf.
Receipt of learning support (including type) in mainstream setting.	To apply to the DES for the allocation of resources to support the student in his/her learning Requested by the Department of Education - POD, P-POD etc.	Legal obligation, contract and vital interests Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Granted resource teaching hours and/or special needs assistance hours by the NCSE.	To manage resource teaching hours and provide appropriate educational resources to data subject	Legal obligation, contract, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	Assessing literacy/numeracy progress, for Reasonable Accommodation in State Examinations, for assisting in referrals to NEPS, and for career guidance etc.	Legal obligation, contract, substantial public interest and vital interests		The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.

Standardised testing results	To assess the student's educational progress and apply for appropriate accommodation and/or therapeutic support where required.	Legal obligation, contract, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Religious information / belief	To facilitate the use of school buildings outside of school hours for religious instruction. Requested by the Department of Education - for POD system.	Consent of parent of data subject Consent of parent of data subject	Until child has completed sacrament. Once uploaded to POD/PPOD, no need for school to store.	Only necessary for as long as classes are being provided. School does not require this data.
Pupil's mother tongue English or Irish	Requested by the Department of Education - POD, P-POD etc.	Consent of parent of data subject	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
Ethnic/Cultural background	Requested by the Department of Education - POD, P-POD etc.	Consent of parent of data subject	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.

7. SECTION 29 APPEALS UNDER THE EDUCATION ACT 1998

Section 29 Appeals documentation (permanent exclusion, suspension, refusal to enrol etc.).	To facilitate the board of management review process in refusal to admit cases. To be transferred to the DES and processed by a Department of Education appointed Appeals Committee for the purposes of hearing the appeal and issuing its determination.	Legal obligation and public interest Legal obligation and public interest	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
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8. CHILD PROTECTION, CHILD WELFARE, COUNSELLING, PASTORAL CARE, COUNSELLING, PASTORAL CARE, BEHAVIOURAL AND ACCIDENT / INJURY RECORDS & REPORTS

Child protection records	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation Legal obligation Legal obligation Legal obligation Legal obligation	Where an investigation took place / was deemed to be warranted, 35 years.	In line with English case of <i>R(C) v Northumberland County Council & Anor [2015] EWHC (Admin) 2134</i> , it was the view of the court that a retention period of 35 years was reasonable and is long enough to provide some reassurance that the issues about historic abuse and adults' ability to recover information about their past would not be of great concern. It is also to ensure that, in most cases, records would still be available at any time when children from a family which had been the subject of child protection concerns themselves became parents - which is a key point at which the consequences of past abuse may again become significant.
Other records relating to child welfare and safeguarding	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation Legal obligation Legal obligation Legal obligation Legal obligation	Where an investigation took place / was deemed to be warranted, 35 years.	In line with English case of <i>R(C) v Northumberland County Council & Anor [2015] EWHC (Admin) 2134</i> , it was the view of the court that a retention period of 35 years was reasonable and is long enough to provide some reassurance that the issues about historic abuse and adults' ability to recover information about their past would not be of great concern. It is also to ensure that, in most cases, records would still be available at any time when children from a family which had been the subject of child protection concerns themselves became parents - which is a key point at which the consequences of past abuse may again become significant.
Notes of Chaplain / guidance counsellor (as opposed to career guidance)	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
Psychological service notes	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
Referrals to/records relating to therapeutic services and	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.

other interventions	Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	appeal option timelines are exhausted.	Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
Minutes, notes and other records concerning Student Support Team (incl. teachers and yearheads) / Pastoral Care Team Meetings	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
Meitheal meetings convened by TUSLA under Child Care Act 1991, Children Act 2001, and the Child and Family Agency Act 2013	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Provide students with access to guidance counselling services and/or psychological services Provide supports to students. Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention. Engage in preventative work etc.	Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
Records of complaints made by parents/guardians and others.	To ensure the school meets its duty of care to other students To comply with policies re: dealing with complaints made by parents/guardians of a student or by a student (over 18) years. To comply with the Department of Education Circular 45/2013, re: bullying and to record any incidents and accidents. For the defence of legal proceedings	Legal obligation, substantial public interest and vital interests Legal obligation Legal obligation Authority vested in the controller.	Depends on the nature of the complaint. If related to child-safeguarding, teacher-handling, or an accident, then refer to the relevant section above. If it is a complaint of a more mundane nature (e.g. misspelling of child's name; parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then retain until student reaches 18 years + 7 years. If the complaint proceeds to be considered under the formal ETB complaints procedure refer to retention schedule for employee records.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Records relating to bullying investigations.	ETBs have adopted a nationally agreed Code of Practice for dealing with complaints made by parents/guardians of a student or by a student (over 18) years. ETBs have processes in place to address bullying in accordance with the Department of Education Circular 45/2013, and to record any incidents and accidents. For the defence of legal proceedings	Legal obligation, substantial public interest and vital interests Legal obligation, substantial public interest and vital interests Authority vested in the controller.	If not falling within Child Protection category, then student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Records relating to behaviour, including expulsion, suspension, which are not the subject of a section 29 appeal.	ETBs have adopted a nationally agreed Code of Practice for dealing with complaints made by parents/guardians of a student or by a student (over 18) years. ETBs have processes in place to address bullying in accordance with the Department of Education Circular 45/2013, and to record any incidents and accidents. For the defence of legal proceedings	Legal obligation, substantial public interest and vital interests Legal obligation, substantial public interest and vital interests Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Accident reports	To address bullying in accordance with the Department of Education Circular 45/2013. To record any incidents and accidents. This may be transferred to the school's/ETB's insurance and/or legal advisors as appropriate. Accidents may be reported to the Health and Safety Authority in certain circumstances.	Vital interests and substantial public interest Legal obligation. Vital interests and substantial public interest	10 years from the date of the accident or dangerous occurrence. For incidents relating to students under age 18, retain scanned copy until reaching age 18, and add 10 years.	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016. Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
Incident Report Forms	To address bullying in accordance with the Department of Education Circular 45/2013. To record any incidents and accidents.	Vital interests, public interest Legal obligation.	10 years from the date of the accident or dangerous occurrence. For incidents relating to students	S.I. No. 370 of 2016 of the Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016 Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.

	For the defence of legal proceedings	Authority vested in the controller.	under age 18, retain scanned copy until reaching age 18, and add 10 years.	Aligns with insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
Notifications to insurance company and exchanges with legal advisors.	To address bullying in accordance with the Department of Education Circular 45/2013. To record any incidents and accidents For the defence of legal proceedings	Vital interests, public interest Vital interests, public interest Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
9. OFFICE / ADMINISTRATIVE INFORMATION				
CCTV recordings and images	For security of persons using and adjacent to premises To protect premises and assets To deter crime and anti-social behaviour To assist in the investigation, detection, and prosecution of offences To deter bullying and/or harassment To maintain good order and ensure the Code of Behaviour is respected To assist in providing a safe environment for all staff and students For verification purposes and for dispute-resolution particularly in circumstances where there is a dispute as to facts and the recordings may be capable of resolving that dispute For the taking and defence of litigation	Substantial public interest Public interest Vital interest Public interest - Prevention, investigation and detection of offences per Article 23(1)(d) GDPR Public interest Public interest Public interest Public interest Authority vested in the controller.	28 days in the normal course, but longer on a case-by-case basis e.g. where recordings / images are requested by An Garda Síochána as part of an investigation or where the records / images capture issues such as damage / vandalism to school property and the images / recordings are retained to investigate those issues, or where the footage is relevant to legal proceedings, until such time that all appeals options are expired.	Section 8 of the Civil Liability and Courts Act 2004 requires that where a letter of claim in a personal injuries action is served later than one month after an accident, the court shall draw such inferences as appear proper. Therefore, according to the Data Protection Commission (https://www.dataprotection.ie/sites/default/files/uploads/2019-05/CCTV%20guidance%20data%20controllers_0.pdf) a 30-day retention period may thus be deemed reasonable, proportionate and balanced for CCTV footage for the purpose of defending a potential personal injury action. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Information relating to payment of student monies (including fee support and fee waiver documentation)	This information is processed in order to process applications, make grant payments, or receive payment of fees (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes.	Legal obligation, contract, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Scholarship/Grant applications (including Gaeltacht, book rental scheme etc).	This information is processed in order to process applications, make grant payments, or receive payment of fees (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes.	Legal obligation, contract, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
Location of work experience	To ensure relevant students are completing work experience if part of their educational programme	Legal obligation, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".



Record Retention Schedule - March 2022

Board of Management / Volunteers Data					
TYPES OF PERSONAL DATA		PURPOSE(S) FOR COLLECTING	LEGAL BASIS (ARTICLE 6 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
1. General identity and contact details for board of management members / volunteers (where applicable)					
Name	For identification purposes	Contract and legal obligation	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
	For contact purposes in relation to board of management / school matters	Contract and legal obligation			
	For meeting any legal requirements or defending any claims relevant to board of management membership, performance of duties or requirements to meet public standards.	Legal obligation			
	For processing any travel / expenses claims.	Contract and legal obligation			
Gender /Sex	For identification purposes	Legal obligation	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
	To comply with Education Act 1998 and CL requirements re: gender balance on board of management	Legal obligation and public interest			
Date of birth	For identification purposes	Legal obligation and public interest	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
Address and contact details	For contact purposes in relation to school matters	Contract	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	
Third-party next-of-kin contact details	To contact next-of-kin about data subject in case of emergency	Legal obligation and vital interest	For period of membership on board	Not needed for longer than period of membership.	
Conflict-of-interest information	To ensure board matters are dealt with appropriately. To meet SIPO requirements.	Legal obligation	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".	