

DATA RETENTION PERIODS FOR SCHOOLS

| <i>Pupil Related</i> | <i>Retention Periods</i> |
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| School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records S.29 Appeals | Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy |
| <i>Interview Records</i> | |
| Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates) | 18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken |
| <i>Staff Records</i> | |
| Contract of Employment Teaching Council Registration Vetting Records Accident/Injury at work Reports | Retention for duration of employment + 7 years (6 years to make a claim against the school plus 1 year for proceedings to be served on school) |
| <i>BoM Records</i> | |
| BOM Agenda and Minutes CC TV Recordings Payroll & Taxation Invoices/receipts Audited Accounts | Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary Revenue require a 6-year period after the end of the tax year Retain for 7 Years Indefinitely |
| <p><i>Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age?</i></p> <p><i>The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.</i></p> | |