

## DATA RETENTION PERIODS FOR SCHOOLS

<i><b>Pupil Related</b></i>	<i><b>Retention Periods</b></i>
School Register/Roll Books Enrolment Forms Disciplinary notes (of a serious nature) Bí Cineálta Records Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports (of a serious nature) Child Protection Reports/Records S.29 Appeals	Indefinitely Hold until Pupil is 25 Years Never Destroy Never Destroy Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy
<i><b>Interview Records</b></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><b>Staff Records</b></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><b>BoM Records</b></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><b><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></b></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>	