



St Gerald's DLS College
Retention of Records Schedule

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1.0: Introduction by the Board of Management

1. St. Gerald's DLS College in its role as a Data Controller, is conscious of its statutory obligations to be fully transparent in relation to the length of time for which personal data will be kept. The Board of Management has put in place procedures to ensure compliance with all directives in relation to the storing and retention of data sought by the school.
2. Below are listed guidelines to the length of time various categories of data are stored at the school.

2.0: Student Records

Records	Duration	Final disposition	Comments
Registers/Roll books	Indefinitely	N/A	Indefinitely. Archived when class leaves + 2 years
State exam results	N/A	N/A	SEC responsibility to retain, not a requirement for school to retain.
Enrolment Forms	Student reaching 18 years + 7 years	Confidential shredding	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Student transfer forms (Applies from primary to primary; from one second-level school to another)	Student reaching 18 years + 7 years	Confidential shredding	Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Disciplinary notes	Never destroy	N/A	Never destroy
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	Student reaching 18 years + 7 years	Confidential shredding	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school).
End of term/year reports	Student reaching 18 years + 7 years	Confidential shredding	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Records of school tours/trips, including permission slips, itinerary reports	Never destroy	N/A	Never destroy
Scholarship applications e.g. Gaeltacht, book rental scheme	Student reaching 18 years + 7 years	Confidential shredding	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)



Garda vetting form & outcome - STUDENTS	Record of outcome retained for 12 months.	Confidential shredding	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.
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3.0: Student Sensitive Personal Data

Records	Duration	Final disposition	Comments
Psychological assessments	Indefinitely	N/A	Never destroy
Special Education Needs' files, reviews, correspondence and Individual Education Plans	Indefinitely	N/A	Never destroy
Accident reports	Indefinitely	N/A	Never destroy
Child protection records	Indefinitely	N/A	Never destroy
Section 29 appeal records	Student reaching 18 years + 7 years	Confidential shredding	Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Enrolment/transfer forms where child is not enrolled or refused enrolment	Student reaching 18 years + 7 years	Confidential shredding	Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Records of complaints made by parents/guardians	Depends entirely on the nature of the complaint.	Confidential shredding or N/A, depending on the nature of the records	Depends entirely on the nature of the complaint. If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then retain indefinitely. Never destroy. 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 student reaching 18 years + 7 years (6 years in which to take a claim, and 1 year for proceedings to be served on school)



4.0: Unsuccessful Candidates for Interview

Records	Duration	Comments
Applications & CVs of candidates called for interview	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relation Commission to inform the school that a claim is being taken.
Database of applications	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Selection criteria	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Applications of candidates not shortlisted	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Unsolicited applications for jobs	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Candidates shortlisted but unsuccessful at interview	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Candidates shortlisted and are successful but do not accept offer	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.
Interview board marking scheme & board notes	Confidential shredding	18 months from close of competition: 12 months from close of competition plus 6 months for the Workplace Relations Commission to inform the school that a claim is being taken.



5.0: Staff Personnel Files

Records	Duration	Comments
e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.	Confidential shredding. Retain an anonymised sample for archival purposes.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Application &/CV	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Interview: database of applications (the section which relates to the employee only)	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Selection criteria	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Interview board marking scheme & board notes	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Panel recommendation by interview board	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Recruitment medical	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Job specification/description	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Contract/Conditions of employment	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Probation letters/forms	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
POR applications and correspondence (whether successful or not)	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Leave of absence applications, including jobshare, career break, maternity/paternity leave, parental leave, force majeure and carer's leave	Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Allegations/complaints	Confidential shredding	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.
Grievance and Disciplinary records	Confidential shredding	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Note the relevant DES Circular re



		Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.
Sickness absence records/certificates	Confidential shredding or N/A	Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010 Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy.
Pre-employment medical assessment. Occupational health referral, correspondence re retirement on ill-health grounds, medical assessments or referrals	Confidential shredding or N/A	Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy.
Accident/injury at work reports	Confidential shredding or N/A	Retain for 10 years, or the duration of the employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), whichever is the greater (unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy).
Sick leave records (sick benefit forms)	Confidential shredding or N/A	In case of audit/refunds, Current year plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Records of previous service (incl. correspondence with previous employers)	N/A	DES advise that these should be kept indefinitely.
Pension calculation, pension increases	Confidential shredding	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer)
Salary claim forms	Confidential shredding	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer)
Any government returns which identify individual staff/pupils,		Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DES guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with "Student Records" guidelines above.



6.0: Board of Management

Records	Duration	Final disposition	Comments
Board agenda and minutes	Indefinitely	N/A	Indefinitely. These should be stored securely on school property or secure cloud platform.
School closure	Indefinitely	N/A	On school closure, records should be transferred as per Records Retention in the event of school closure/amalgamation. A decommissioning exercise should take place with respect to archiving and recording data.

7.0: Board of Management

Records	Duration	Final disposition	Comments
CCTV recordings	28 days	N/A	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 where the images/recordings are retained to investigate those issues.
Phone recordings	28 days	N/A	28 days in the normal course, but longer on a case-by-case basis e.g. where data are requested by An Garda Síochána as part of an investigation or where the records capture issues such as security concerns to the school property or staff and where the recordings are retained to investigate those issues.
Principal's monthly report including staff absences	Indefinitely	N/A	Indefinitely. Administrative log and does not relate to any one employee in particular: the monthly reports are not structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible. Not a "relevant filing system".

8.0: Review

The Board of Management ratified this policy on the _____

Signed: Brendan Forde

Brendan Forde

Chairperson of BoM

Signed: Daniel Hyland

Daniel Hyland

Secretary of BoM

Date of next review: September 2019