

**St. Joseph's National School Data Retention Policy**  
**09927I**

**1.0 Purpose:**

The purpose of this policy is to ensure that personal data is retained for no longer than is necessary for the purpose or purposes for which it was obtained. It is a key requirement of data protection legislation that personal data collected for one purpose cannot be retained once that initial purpose has ceased. Equally, as long as personal data is retained the full obligations of the Acts attach to it. Importantly, certain legislation prescribes a statutory minimum retention period (particularly employment law)

**2.0 Scope:**

The policy applies to St. Joseph's National School, staff, administrators and Board of Management in fulfilment of their obligations under Data Protection legislation

**3.0 Responsibilities:**

3.1 The responsibility for ensuring that data is kept for appropriate periods rest with the Board of Management.

3.1.1 The Board of Management must have a clear, transparent and compelling justification for retaining each class of data for a specified period.

3.2 The Principal has specific responsibility for ensuring that files are regularly removed safely and securely, and that personal information is not retained any longer than necessary.

3.2.1 This can include appropriate anonymization of personal data after a defined period if there is a need to retain non-personal data.

3.3 Staff must comply with the policies of the school and the requirements of the Data Protection Acts.

**4.0 Policy:**

4.1 St. Joseph's National School recognises that different categories of information may require different and appropriate retention period.

4.2 Retaining on a 'just in case' basis is not acceptable.

4.3 If St. Joseph's National School considers that it is reasonably foreseeable that litigation/legal proceedings will be brought against the school in respect of a particular issue, the school should not delete the data relating to that issue and should obtain legal advice.

## Data Retention Periods for schools - from the CPSMA Data Retentions Schedule 2021

Pupil Related	Retention Periods
School Register/Roll Books	Indefinitely – Archived in the attic
Enrolment Forms (for pupils admitted to the school)	Hold until Pupil is 18 years + 7 years. 18 is age of majority + 7 years (6 years in which to take a claim against school, + 1 year for proceedings to be served on the school).
Enrolment Forms where child not enrolled/refused enrolment	Two years after non-admission, to provide time for review/appeals process
Pupil Transfer Forms	Hold until Pupil is 18 years + 7 years. 18 is age of majority + 7 years (6 years in which to take a claim against school, + 1 year for proceedings to be served on the school).
Test Results – Standardised	As above <i>Standardised tests booklets are shredded after one year but the raw score, STen score and percentiles are kept on record</i>
End of Term/Year reports	As above
Psychological Assessments etc.	Never Destroy
SEN Files/reviews/IEPS	Never Destroy
Accident Reports	Hold until Pupil is 18 years + 7 years. 18 is age of majority + 7 years (6 years in which to take a claim against school, + 1 year for proceedings to be served on the school).
Section 29 Appeals	Hold until Pupil is 18 years + 7 years. 18 is age of majority + 7 years (6 years in which to take a claim against school, + 1 year for proceedings to be served on the school).
Disciplinary notes	As Above
Child Protection Reports/Records	Never Destroy

<p align="center"><b>Recruitment Process Unsuccessful Candidates Record</b></p>	
<p>Candidate applications/cv's called for interview  Database of applications  Selection Criteria  Applications of candidates not shortlisted  Unsolicited job applications  Candidates shortlisted but unsuccessful at interview  Successful candidates who do not accept the offer  Interview board marking scheme &amp; board notes  Panel recommendation by interview board</p>	<p>18 months from close of competition: 12 months plus 6 months for Workplace Relations Commission to inform school that a claim is being taken</p>
<p align="center"><b>Staff Personnel files (whilst in employment)</b></p>	
<p>Eg.  Applications  Qualifications  References  Interview: database of applications (section which refers to employee only)  Selection Criteria  Interview Board Marking scheme and notes  Interview Board panel recommendation  Recruitment medical  Job Specification  Contract of Employment  Probation letters/forms  POR app &amp; correspondance  Teaching Council Registration  Vetting Records</p> <p>Applications for leave (maternity/job share/career break/parent's leave/paternity leave/force majeure leave/carers leave)</p> <p>Allegations/complaints</p>	<p>Same for all below:  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)</p> <p>As above</p> <p>Please note relevant DES Circular re Disciplinary Procedures in relation to period of time for which a warning remains 'active' on an employee's record.</p>

Grievance and Disciplinary Records	As Above
<b>Occupational Health Records</b>	
Sickness absence records/certificates	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/injury sustained in relation to/in connection with individual's school duties, in which case, do not destroy.
Pre-employment medical record	As Above
Occupational Health referral	As Above
Correspondence re retirement on ill-Health grounds	As Above
Medical assess/referrals	As Above
Sick leave records	As Above
Accident/injury report	Retain for 10 years or as above
<b>BoM</b>	
BOM Agenda and Minutes	Indefinitely – store on school property
Principals monthly report	Indefinitely – store on school property
Audited Accounts	Indefinitely
Payroll & Taxation	Revenue require a 6-year period after the end of the tax year
Invoices/receipts	Retain for 7 Years

## **CPSMA Records Retention Schedule – as at 2021**

This policy was reviewed by the Board on Management on \_08/02/2023

Signed:David Leahy  
Chairperson, Board of Management.