



Moneystown National School

Data Protection Policy

2022

Introductory Statement

The school's Data Protection Policy applies to the **personal data** held by the school's Board of Management (BOM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR).

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and sensitive personal data will be protected by the school.

Moneystown National School operates a "**Privacy by Design**" method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the **data protection principles** as integral elements of all data operations in advance. We audit the personal data we hold in order to

1. be able to provide access to individuals to their data
2. ensure it is held securely
3. document our data protection procedures
4. enhance accountability and transparency

Data Protection Principles

The school BOM is a *data controller* of *personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the school is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR which can be summarised as follows:

- **Obtain and process Personal Data fairly:** Information on students is gathered with the help of parents/guardians and staff. On enrollment, parents will be sent a copy of our Data Protection Statement informing them of what data is

required and the purpose for collecting this data (see appendix 1). Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

- **Consent:** Where consent is the basis for provision of personal data, (e.g. data required to join sports team/ after-school activity or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes. Moneystown National School will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations
- **Keep it only for one or more specified and explicit lawful purposes:** The BOM will inform individuals of the reasons they collect their data and will inform individuals of the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.
- **Process it only in ways compatible with the purposes for which it was given initially:** Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a need to know basis, and access to it will be strictly controlled.
- **Keep Personal Data safe and secure:** Only those with a genuine reason for doing so may gain access to the information. Sensitive Personal Data is securely stored under lock and key in the case of manual records and protected with firewall software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) should be encrypted and password protected before they are removed from the school premises. Confidential information will be stored securely and in relevant circumstances, it will be placed in a separate file which can easily be removed if access to general records is granted to anyone not entitled to see the confidential data.
- **Keep Personal Data accurate, complete and up-to-date:** Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. The principal may delegate such updates/amendments to another member of staff. However, records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.

- **Ensure that it is adequate, relevant and not excessive:** Only the necessary amount of information required to provide an adequate service will be gathered and stored.
- **Retain it no longer than is necessary for the specified purpose or purposes for which it was given:** As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data and Sensitive Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. See appendix 2.
- **Provide a copy of their personal data to any individual, on request:** Individuals have a right to know what personal data/sensitive personal data is held about them, by whom, and the purpose for which it is held.

Scope

Purpose of the Policy: The Data Protection legislation applies to the keeping and processing of *Personal Data*, both in manual and electronic form. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated.

The policy applies to all school staff, the board of management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school.

Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms which should be understood by all relevant school staff:

Data means information in a form that can be processed. It includes both *automated data* (e.g. electronic data) and *manual data*. *Automated data* means any information on computer, or information recorded with the intention that it be *processed* by computer. *Manual data* means information that is kept/recorded as part of a *relevant filing system* or with the intention that it form part of a relevant filing system.

Relevant filing system means any set of information that, while not computerised, is structured by reference to individuals or by reference to criteria relating to individuals, so that specific information relating to a particular individual is readily, quickly and easily accessible.

Personal Data means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller i.e. the BOM.

Sensitive Personal Data (Special Categories of Personal Data) refers to *Personal Data* regarding a person's

- racial or ethnic origin or religious beliefs
- membership of a trade union
- physical or mental health or condition
- commission or alleged commission of any offence or
- any proceedings for an offence committed or alleged to have been committed by the person, the disposal of such proceedings or the sentence of any court in such proceedings, criminal convictions or the alleged commission of an offence.

Data Controller for the purpose of this policy is the Board of Management, Moneystown National School.

Data Subject is an individual who is the subject of personal data

Data Processing- performing any operation or set of operations on data, including

- Obtaining, recording or keeping the data
- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data

Data Processor is a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean that an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data e.g. Aladdin, Thesaurus.

Personal Data Breach- a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs.

Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts, 1988 to 2018 and GDPR.

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. As more and more data is generated electronically and as technological advances enable the easy distribution and retention of this data, the challenge of meeting the school's legal responsibilities has increased.

The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the principal and board of management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and board of management.

Other Legal Obligations

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. **For example:**

Under **Section 9(g) of the Education Act, 1998**, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education.

Under **Section 20 of the Education (Welfare) Act, 2000**, the school must maintain a register of all students attending the School.

Under **Section 20(5) of the Education (Welfare) Act, 2000**, a Principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the Principal of another school to which a student is transferring. Moneystown National School sends, by post, a copy of a child's *Passport*, as provided by the National Council for Curriculum and Assessment, to the Principal of the Post-Primary School in which the pupil has been enrolled.

Where reports on pupils which have been completed by professionals, apart from Moneystown National School staff, are included in current pupil files, such reports are only passed to the Post-Primary school following express written permission having been sought and received from the parents of the said pupils.

Under **Section 21 of the Education (Welfare) Act, 2000**, the school must record the attendance or non-attendance of students registered at the school on each school day.

Under **Section 28 of the Education (Welfare) Act, 2000**, the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The BoM must be satisfied that it will be used for a ‘relevant purpose’ (which includes recording a person’s educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training).

Under **Section 14 of the Education for Persons with Special Educational Needs Act, 2004**, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request.

The **Freedom of Information Act 1997** provides a qualified right to access to information held by public bodies which does not necessarily have to be “personal data”, as with data protection legislation. While most schools are not currently subject to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body.

Under **Section 26(4) of the Health Act, 1947** a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection.

Under **Children First Act 2015**, *mandated persons in schools* have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

Relationship to characteristic spirit of the School (School’s mission/vision/aims)

Moneystown National School seeks to

- enable each student to develop their full potential
- provide a safe and secure environment for learning
- promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals’ rights to privacy and rights under the Data Protection legislation.

Personal Data

The *Personal Data* records held by the school **may** include:

A. Staff records:

(a) **Categories of staff data:** As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- Name, address and contact details, PPS number, teaching council number
- Name and contact details of next-of-kin in case of emergency
- Original records of application and appointment to promotion posts, references, certificates, contracts
- Results of Garda Vetting, statutory declarations, forms of undertaking
- Medmark reports
- Details of approved absences (career breaks, maternity leave, paternity leave, parental leave, study leave, job share, unpaid leave etc.)
- Details of work record (qualifications, classes taught, subjects, attendance etc.)
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Details of complaints and/or grievances, correspondence
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under mandatory reporting legislation and/or child-safeguarding guidelines (subject to the DES Child Protection Procedures).

(b) **Purposes:** Staff records are kept for the purposes of:

- the management and administration of school business (now and in the future)
- to facilitate the payment of staff, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- to facilitate pension payments in the future
- human resources management
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.
- to enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare At Work Act. 2005)
- to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies
- and for compliance with legislation relevant to the school.

- (c) **Location and Security procedures of Moneystown National School:** In a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Attendance details are recorded on the OLCS system and are password protected. Employees are required to maintain the confidentiality of any data to which they have access. These records may be kept by manual record, computer record or both. Digital records are stored on password-protected computers. The school has a burglar alarm activated during out of school hours.

B. Student records:

- (a) **Categories of student data:** These may include:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:
 - name, address and contact details, PPS number
 - date and place of birth
 - names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
 - religious belief
 - racial or ethnic origin
 - membership of the Traveller community, where relevant
 - whether they (or their parents) are medical card holders
 - whether English is the student's first language and/or whether the student requires English language support
 - any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply
- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student
- Psychological, psychiatric and/or medical assessments
- Attendance records
- Photographs and recorded images of students
- Academic record –School reports and standardised test results
- Records of significant achievements
- Whether the student is exempt from studying Irish
- Records of disciplinary issues/investigations and/or sanctions imposed
- Other records e.g. records of any serious injuries/accidents etc.
- Records of any reports the school (or its employees) have made in respect of the student to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).
- Records of meetings with parents.

This list is not exhaustive.

- (b) **Purposes:** The purposes for keeping student records are:

- to enable each student to develop to their full potential
- to comply with legislative or administrative requirements

- to ensure that eligible students can benefit from the relevant additional teaching or financial supports
 - to support the provision of religious instruction
 - to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events etc.
 - to meet the educational, social, physical and emotional requirements of the student
 - photographs and recorded images of students are taken to celebrate school achievements, establish a school website, record school events, and to keep a record of the history of the school.
 - to ensure that the student meets the school's admission criteria
 - to ensure that students meet the minimum age requirements to start school,
 - to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption
 - to furnish documentation/ information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other Schools etc. in compliance with law and directions issued by government departments
 - to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/references to second-level educational institutions.
- (c) **Location and security:** In a secure, locked filing cabinet or on the school administration system e.g. Aladdin that only personnel who are authorised to use the data can access. Details as listed above are also stored on the Department of Education and Skills POD system. Employees are required to maintain the confidentiality of any data to which they have access. These records may be kept by manual record, computer record or both. Digital records are stored on password-protected computers. The school has a burglar alarm activated during out of school hours.

C. Board of management records:

- (a) **Categories of board of management data:** These may include:
- Name, address and contact details of each member of the board of management (including former members of the board of management)
 - Records in relation to appointments to the Board
 - Minutes of Board of Management meetings and correspondence to the Board which may include references to particular individuals.
- (b) **Purposes:** To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of board appointments and decisions.
- (c) **Location and security:** as above

D. Creditors:

- (a) **Categories of data:** the school may hold some or all of the following information about creditors (some of whom are self-employed individuals):
- name
 - address
 - contact details
 - PPS number
 - tax details
 - bank details and
 - amount paid.
- (b) **Purposes:** This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.
- (c) **Location and security:** As above

E. Charity tax-back forms:

- (a) **Categories of data:** the school may hold the following data in relation to donors who have made charitable donations to the school:
- name
 - address
 - telephone number
 - PPS number
 - tax rate
 - signature and
 - the gross amount of the donation.
- (b) **Purposes:** Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the case of audit by the Revenue Commissioners.
- (c) **Location and security:** as above

F. Examination results

The school will hold data comprising examination results in respect of its students. These include class, mid-term, annual and continuous assessment results and the results of Standardised Tests

Purposes:

The main purpose for which these examination results are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardian about educational attainment levels and recommendations for the future. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and other schools to which pupils move.

Location and Security procedures

As above

Links to other policies and to curriculum delivery

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the data protection policy and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- Child Protection Policy
- Anti-Bullying Policy
- Code of Behaviour
- Mobile Phone policy
- Admissions/Enrolment Policy
- Assessment policy
- Special Educational Needs policy
- Critical Incident policy
- Student Council policy
- Attendance strategies
- Substance Use/Misuse Policy
- ICT Acceptable Usage Policy
- SPHE policy
- Pupil Online Database (POD): Collection of the data for the purposes of complying with the Department of Education and Skills' pupil online database.

Processing in line with data subject's rights

Data in this school will be processed in line with the data subjects' rights.

Data subjects have a right to:

- (a) Know what personal data the school is keeping on them
- (b) Request access to any data held about them by a data controller
- (c) Prevent the processing of their data for direct-marketing purposes
- (d) Ask to have inaccurate data amended
- (e) Prevent processing that is likely to cause damage or distress to themselves or anyone else.
- (f) Ask to have data erased once it is no longer necessary or irrelevant.

Data Processors

Where the school outsources to a data processor off-site, it is required by law to have a written contract in place (*Written Third party service agreement*).

Moneystown National school's third party agreement specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract.

Personal Data Breaches

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours.

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BOM must communicate the personal data breach to the data subject without undue delay.

If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BOM) without undue delay.

Dealing with a data access requests

Individuals are entitled to a copy of their personal data on written request

The individual is entitled to a copy of their personal data

Request must be responded to within one month. An extension may be required e.g. over holiday periods

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive

No personal data can be supplied relating to another individual apart from the data subject

Providing information over the phone

In our school, any employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Check the identity of the caller to ensure that information is only given to a person who is entitled to that information
- Suggest that the caller put their request in writing if the employee is not sure about the identity of the caller and in circumstances where the identity of the caller cannot be verified
- Refer the request to the principal for assistance in difficult situations. No employee should feel forced into disclosing personal information.

Implementation arrangements, roles and responsibilities

In our school the board of management is the data controller and the principal will be assigned the role of co-ordinating implementation of this Data Protection Policy and for ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

| Name | Responsibility |
|---------------------------|-------------------------------|
| Board of management: | Data Controller |
| Principal: | Implementation of Policy |
| Teaching personnel: | Awareness of responsibilities |
| Administrative personnel: | Security, confidentiality |

Ratification & communication

This policy was ratified at a meeting of the Board of Management on 07/04/2022.

This policy is available to be viewed at the school office on request.

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the principal, staff and the Board of Management.

Reviewing and evaluating the policy

The policy should be reviewed and evaluated as required or as information or guidelines change. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. This policy was reviewed in February 2022.

Signed: _____ Signed: _____

Chairperson of the Board of Management

Principal

Date: _____

Date: _____



Moneystown National School General Data Protection Statement

Moneystown National School is a data controller under the Data Protection Acts. The personal data you supply is required for the purposes of:

- student enrolment
- student registration
- providing your child with appropriate education and support
- determining a student's eligibility for learning support
- monitoring your child's academic progress
- allocation of teachers and resources to the school
- caring for our staff and pupils
- child welfare (including medical welfare)
- processing grant applications and other funding
- coordinating, evaluating, funding and organising educational programmes
- complying with our monitoring and reporting obligations to Government Bodies
- fulfilling our other legal obligations as an education body

While the information provided will generally be treated as private to Moneystown National School and will be collected and used in compliance with the Data Protection Act, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla, social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the school principal.

Your personal data will be held on an encrypted computer/laptop and/or a locked filing cabinet.

How long we hold your child's data

- Some personal data is only kept for a short period e.g. data no longer needed will be safely destroyed at the end of an academic year.
- Some data we retain for a longer period e.g. enrolment forms are retained in the school for 7 years after your child has left the school.
- Some data is never destroyed e.g. Roll Books and School Registers.

A full copy of our Data Protection Policy is available at any time from the school office.

Contact details for the school are:

Phone No: **0404 45477**

Email: **priomhoide@moneystownns.ie**

Appendix 2

| Student Records | Retention Period |
|----------------------|------------------|
| Registers/Roll books | Indefinitely |

| Records relating to pupils/students | Retention Period |
|--|-------------------------------------|
| Enrolment Forms | Student reaching 18 years + 7 years |
| Educational Passports (Applies from primary to second-level school) | Student reaching 18 years + 7 years |
| Disciplinary notes | Never destroy |
| Standardised test results | Student reaching 18 years + 7 years |
| End of year reports | Student reaching 18 years + 7 years |
| Records of school tours/trips, including permission slips, itinerary reports | Never destroy |

| Sensitive Personal Data Students | Retention Period |
|--|---|
| Psychological assessments | Indefinitely |
| Special Education Needs' files, reviews, correspondence, Individual Education Plans and School Support plans and diagnostic tests | Indefinitely |
| Accident reports | Indefinitely |
| Child protection records and reports | Indefinitely |
| Section 29 appeal records | Student reaching 18 years + 7 years |
| Enrolment/transfer forms where child is not enrolled or refused enrolment | Student reaching 18 years + 7 years |
| Records of complaints made by parents/ guardians | |
| Serious Complaints; e.g. child-safeguarding, a complaint relating to teacher-handling, or an accident, | Never destroy. |
| Minor Complaints; e.g. (eg misspelling of child's name, parent not being contacted to be informed of parent-teacher meeting) or other minor matter | Student reaching 18 years + 7 years (6 years in which to take a claim, and 1 year for proceedings to be served on school) |

| Staff Records | Retention Period |
|---|--|
| Recruitment process Note: these suggested retention periods apply to unsuccessful candidates only. They do NOT apply to successful candidates, or candidates who are/were also employees already within your school applying for another post/position. For successful candidates, or candidates who are/were also employees already within your school applying for another post/position, see retention periods set out below. | 18 months from close of competition: plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Applications & CVs of candidates called for interview | |
| Database of applications | |
| Selection criteria | |
| Applications of candidates not shortlisted | |
| Unsolicited applications for jobs | |
| Candidates shortlisted but unsuccessful at interview | |
| Candidates shortlisted and are successful but do not accept offer | |
| Interview board marking scheme & board notes | |
| Panel recommendation by interview board | |

| Staff personnel files (whilst in employment) | Retention Period |
|--|--|
| e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc. | 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 | |
| Qualifications | |
| References | |
| Interview: database of applications (the section which relates to the employee only) | |
| Selection criteria | |
| Interview board marking scheme & board notes | |
| Panel recommendation by interview board | |
| Recruitment medical | |
| Job specification/ description | |
| Contract/Conditions of employment | |
| Probation letters/forms | |
| POR applications and correspondence (whether successful or not) | |
| Leave of absence applications including career break, maternity leave, paternity leave, parental leave, force majeure leave, carers leave etc | |
| Job share | |
| Droichead records | |
| Working Time Act (attendance hours, holidays, breaks) | |
| Allegations/complaints | |
| Grievance and Disciplinary records | |

| Occupational Health Records | Retention Period |
|--|---|
| 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/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 | |
| Accident/injury at work reports | 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 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) |
| Medical assessments or referrals | 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 Medmark assessment 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) | 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). |

| Government returns | Retention Period |
|---|---|
| Any returns which identify individual staff Any returns which identify individual 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 eg October Returns, Annual Census etc., keep in line with "student |

| | |
|--|----------------------------|
| | records” guidelines above. |
|--|----------------------------|

| School Organisation and Planning | Retention Period |
|---|--|
| Staff meeting minutes | 7 years |
| ISM meeting minutes | 7 years |
| SEN meeting minutes | Indefinitely |
| Long and short term class plans | Current year |
| Cuntáis Míosula | Current year and last academic year |
| Board of Management Records | Retention Period |
| Board agenda and minutes | Indefinitely |
| Principal’s monthly report | Indefinitely |
| Parent Association Records | Retention Period |
| Parent Association meeting agenda and minutes | 7 years |
| Other school based reports/minutes | Retention Period |
| CCTV recordings | 28 days unless criminal investigation where they will be retained for as long as is necessary. |
| Financial Records | Retention Period |
| Audited Accounts | 7 years |
| Payroll and taxation | 7 years |
| Invoices/back-up records/receipts | 7 years |

| Promotion process | Retention Period |
|---|--|
| Posts of Responsibility | Indefinitely |
| Calculation of service | |
| Promotions/POR Board master files | |
| Promotions/POR Boards assessment report files | Retain on personnel file in line with retention periods in “staff records” retention guidelines above |
| POR appeal documents | 7 years (6 years in which to take a claim plus 1 year to serve proceedings on school). Copy on master and appeal file. |
| Correspondence from candidates re feedback | Depends upon the nature of the feedback. If feedback is from unsuccessful candidate who is not an employee within the school, keep in line with retention periods in “staff records” above. If feedback is from successful candidate or from unsuccessful candidate who is already within the school, keep in line with “staff personnel while in employment” above. |

Final disposition of records: confidential shredding.