

	TYPES OF PERSONAL DATA	PURPOSE(S) FOR COLLECTING	LEGAL BASIS (ARTICLE 6 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
1. General identity and contact details for board of management members / volunteers (where applicable)					
	Name	<p>For identification purposes</p> <p>For contact purposes in relation to board of management / school matters</p> <p>For meeting any legal requirements or defending any claims relevant to board of management membership, performance of duties or requirements to meet public standards.</p> <p>For processing any travel / expenses claims.</p>	<p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Contract and legal obligation</p>	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	Gender /Sex	<p>For identification purposes</p> <p>To comply with Education Act 1998 and CL requirements re: gender balance on board of management</p>	<p>Legal obligation</p> <p>Legal obligation and public interest</p>	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	Date of birth	For identification purposes	Legal obligation and public interest	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	Address and contact details	For contact purposes in relation to school matters	Contract	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
	Third-party next-of-kin contact details	To contact next-of-kin about data subject in case of emergency	Legal obligation and vital interest	For period of membership on board	Not needed for longer than period of membership.
	Conflict-of-interest information	To ensure board matters are dealt with appropriately. To meet SIPO requirements.	Legal obligation	For period of membership on board + 7 years	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".