

	TYPES OF PERSONAL DATA	PURPOSE(S) FOR COLLECTING / USE OF DATA	LEGAL BASIS FOR PROCESSING (ARTICLE 6 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
1	GENERAL IDENTITY AND CONTACT INFORMATION FOR EMPLOYEES, PROFESSIONAL MASTERS OF EDUCATION STUDENTS, VOLUNTEERS AND CONTRACTORS.				
	Name	For identification purposes To contact employee / issue employment contracts and / or letters of appointment. For vetting To add to payroll system To comply with Social Welfare legislation where applicable To process pension if applicable For business management purposes May also be used to for litigation purposes	Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Authority vested in the controller.	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells left) related to this category of data.	Needed to meet retention period of associated data, <i>i.e.</i> if pension data is being processed in respect of a particular employee, the name will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the name in that instance will mirror that of the retention of pension related data for that employee.
	Identification documents, including passport/driving licence and note recording HR viewing of same	To verify employee is who s/he claims.	Legal obligation as employer	Other than in exceptional circumstances, this does not need to be kept; a note that the documents were received, the nature of the document, e.g. driving licence, that it was verified and held for a year can be recorded in the personnel file for the duration of the employee's employment + 7 years.	During employment, is retained (as part of staff personnel file) for employment law compliance, safety, security, auditing standards, and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
	PPSN	For identification purposes To comply with employment and revenue law requirements To comply with Social Welfare legislation where applicable For pension purposes	Legal obligation Legal obligation Legal obligation Legal obligation	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule.	Needed to meet retention period of associated data, <i>i.e.</i> if pension data is being processed in respect of a particular employee, the PPSN will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the PPSN in that instance will mirror that of the retention of pension related data for that employee.
	Date of birth	For vetting For identification purposes To comply with Social Welfare legislation where applicable To add to payroll system For business management purposes To process pension if applicable To comply with employment law requirements regarding age and entitlements, including retirement To comply with employment law requirements May also be used to for litigation purposes	Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Contract and legal obligation Authority vested in the controller.	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells left) related to this category of data.	Needed to meet retention period of associated data, <i>i.e.</i> if pension data is being processed in respect of a particular employee, the DOB will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the DOB in that instance will mirror that of the retention of pension related data for that employee.
	Address and contact details	To contact employees To issue employment contracts and/or letters of appointment. To comply with Social Welfare legislation where applicable For pension purposes To comply with employment law requirements	Contract Legal obligation Legal obligation	For as long as is required to identify data subject with reference to any of the other categories of data captured in this schedule, many examples of which are included in the 'purpose for collecting' section (two cells left) related to this category of data.	Needed to meet retention period of associated data, <i>i.e.</i> if pension data is being processed in respect of a particular employee, the DOB will be required to be kept for the purpose of the processing relating to pension and so the data retention period for the DOB in that instance will mirror that of the retention of pension related data for that employee.
	Third-party next-of-kin contact details (self completion in CoreHR)	To contact next-of-kin about employees in case of emergency	Legal obligation and vital interest	Until employment ceases.	Basis is withdrawn at the point of ending employment. There is no vital interest to keep the data after the employee leaves.
2	APPLICATION AND RECRUITMENT DATA IN ADDITION TO THAT SET OUT IN SECTION 1 ABOVE, INCLUDING APPLICATIONS AND APPOINTMENTS FOR SUBSTITUTE HOURS.				
	Gender	To meet gender balance on interview boards for specific category employees To comply with CSO requirements To comply with Social Welfare legislation where applicable	Legal obligation and public interest Legal obligation and public interest Legal obligation and public interest	Retain on personal file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>contemplation</i> "

	To comply with gender pay-gap reporting requirements	Legal obligation and public interest		<i>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".</i>
Qualifications (including Teaching Council documentation)	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held. For successful applicants, move to the employee's file in Staff Records. Retain for duration of employment + 7 years.	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
College attended / attending	For verification of requisite qualification for post, to determine suitability for the role and to enable competition with other applicants.	Legal obligation, public interest and consent.	For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held. For successful applicants, move to the employee's file in Staff Records. Retain for duration of employment + 7 years.	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
Previous / current employer	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held. For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
Personal statements supporting application for post	To enable the competition process between competitor applicants and to establish that the applicant has the requisite qualifications, experience and/or other criteria specified for the role.	Legal obligation	For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held. For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
CVs and applications (including unsolicited)	To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process. recruiting staff To issue letters of offer, deal with request for feedback. To comply with employment law requirements regarding issuance of statement of terms and conditions For verification and dispute resolution purposes and to defend litigation.	Contract Legal obligation Public interest	For unsuccessful applicants, application forms and any other documentation will be retained for 18 months after interviews have been held. For successful applicants, move to the employee's file in Staff Records. Retain for Duration of employment + 7 years.	For unsuccessful applicants, the 18 months is to allow all appeal options to have ceased. For successful applicants, during employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
Selection criteria other than any data contained in CV / personal statement.	To comply with employment law requirements regarding fair procedures etc. To assess suitability for interview For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
Interview Board Marking Scheme	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
Interview Board marking sheet	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For giving (unsuccessful) candidates feedback. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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".</i>
	To administer the selection and recruitment process.	Contract and legal obligation		12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation,

Interview Board Formal Notes	To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Panel Recommendations by Interview Board	To administer the selection and recruitment process. To comply with employment law requirements re: fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	18 months from close of competition or from the date of expiry of the panel, whichever is later.	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Interview Process Selection Board Report (with unsuccessful names redacted)	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Retain on personnel file for duration of employment + 7 years - delete other candidate details	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. ESF audits may require evidence of original appointment process on historic basis for employees that are sampled during a particular period. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
References of successful applicants who become employees	To administer the selection and recruitment process and ensure appropriate staff are appointed	Contract	Retain on personal file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Letters of invitation to interview, correspondence relating to outcome (including responses to requests for feedback).	To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process, recruiting staff To issue letters of offer, deal with request for feedback. To comply with employment law requirements regarding issuance of statement of terms and conditions. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Identity of candidates unsuccessful at interview.	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Identity of candidates shortlisted and successful but who do not accept offer	For verification and dispute resolution purposes and to defend litigation.	Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Visa documentation / work permits / copy of Garda National Immigration Bureau Card / Green Card	To ensure compliance with employment legislation	Legal obligation.	For period of employment or until Irish/EU citizenship is confirmed, whichever is earliest.	To continue to meet employment legislation requirements, including reporting to Department of Jobs, Enterprise and Innovation, Department of Education and/or CSO.
3	PRE-EMPLOYMENT VETTING			

Garda vetting outcome and/or Teaching Council vetting verification	To comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016.	Legal obligation and substantial public interest	<p>If successful and takes up post, employer to keep for one year after disclosure is received.</p> <p>For practical purposes, where an ETB employs thousands of employees, an annual erasure of vetting disclosures on files will be done.</p> <p>If unsuccessful / don't take up the post, 18 months post-competition.</p>	<p>As per DPC: "Retention periods for the processing of personal data are entirely a matter for the controller/processor concerned and should be determined on a case-by-case basis for each category of personal data processed. (...) (V)etting checks should be retained for one year (as we recommend for any data obtained in relation to the recruitment process) and then destroyed, while a record of the vetting application can be retained for a longer period to indicate that it took place. This is to protect the individual from exposure to risk of unauthorised disclosure of their data. Ultimately, it is a matter for you to ensure compliance with the Regulation and to be able to stand over any retention periods that you may have.</p> <p>From a practical perspective, ETBs would not be in a position to delete on the anniversary of each employee's vetting. Hence, the recommendation for an annual erasure of records more than 12 months old.</p>
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4 EMPLOYMENT TERMS, PERSONNEL FILES, PAYROLL / SALARY DETAILS IN ADDITION TO DATA SET OUT IN SECTIONS ABOVE

Contract for service or terms and conditions of employment	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Legal obligation and contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
General job description	<p>To manage the employment contract</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
Letter of appointment	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
Probation letters/forms	<p>To issue employment contracts and/or letters of appointment.</p> <p>To comply with employment law requirements.</p>	<p>Contract</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
Employee training files	<p>To manage employment contract</p> <p>To comply with employment law requirements.</p>	<p>Legal obligation and substantial public interest</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
"Post of Responsibility" applications and correspondence	<p>To administer the selection and recruitment process, including convening interviews, informing participants of the outcome of the recruitment process, appointment of staff to Post of Responsibility</p> <p>To issue letters of offer, deal with request for feedback.</p> <p>To comply with employment law requirements regarding issuance of statement of terms and conditions, adding to the payroll system etc.</p> <p>For verification and dispute resolution purposes and to defend litigation.</p>	<p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p>	<p>Unsuccessful applicant kept for 18 months, in line with other recruitment.</p> <p>Successful applicant's documentation (application and decision etc.) retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)</p>	<p>During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>
Promotions/POR Board master files	<p>To administer the selection and recruitment process.</p> <p>To comply with employment law requirements regarding fair procedures etc.</p> <p>For verification and dispute resolution purposes and to defend litigation.</p>	<p>Contract and legal obligation</p> <p>Contract and legal obligation</p> <p>Authority vested in the controller.</p>	<p>Date of closure of competition + 18 months</p>	<p>12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "<i>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</i>".</p>

Line Manager Annual Review of POR	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
POR appeal documents	To administer the selection and recruitment process. To comply with employment law requirements regarding fair procedures etc. For verification and dispute resolution purposes and to defend litigation.	Contract and legal obligation Contract and legal obligation Authority vested in the controller.	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Records of previous service (incl. correspondence with previous employers) (otherwise than for pension purposes)	To manage employment contract To comply with employment law requirements.	Legal obligation, contract and substantial public interest Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Record of maintenance/gaps in continuation of registration with the Teaching Council obtained by the HR/Payroll department from the Teaching Council Register.	To ensure compliance with Teaching Council legislation - Section 20	Legal obligation	Teaching Council 'Daily Report' - entry only appears if teacher becomes unregistered. Retain for employment + 7 years as proof of reason for taking off payroll in the event of a dispute.	As per section 30 of the Teaching Council Act: "A person who is employed as a teacher in a recognised school but— (a) is not a registered teacher, or (b) is removed or suspended from the register under Part 5, shall not be remunerated by the school in respect of his or her employment out of moneys provided by the Oireachtas."
5 IR/HR WORKPLACE PROCESSES AND LITIGATION				
Disciplinary records and performance management records	To manage employment contract and relationship with employee To comply with HR policies To monitor, review and assess employee performance. To comply with employment law requirements.	Legal obligation and contract Contract Contract Legal obligation	Verbal warning: place on the staff member's HR file. To be removed from the file after six calendar months' subject to sustained satisfactory improvement during the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues. Written warning: place on the staff member's file. To be removed from the file after six calendar months' subject to sustained satisfactory improvement during the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues. Final written warning: place on the staff member's file. To be removed from the file after twelve calendar months' subject to sustained satisfactory improvement during the period. May be retained for a longer period in a separate disciplinary file if there have been previous discipline/performance issues. Final disciplinary hearing: a copy of this statement (recording the sanction) will be held on the staff member's personnel file and will remain there permanently. May also be retained in a separate disciplinary file if there have been previous discipline/performance issues.	Employment law legislation, Circular 0048/2018 and the Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ". In case of legal action, retain until all appeal options are exhausted.

Records relating to meetings with personnel from HR not otherwise captured in this policy.	To manage employment contract and relationship with employee To comply with employment law requirements.	Legal obligation and contract Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ". In the case of legal action, retain until all appeal options are exhausted.
Allegations/complaints by the employee	To manage employment contract and relationship with employee To meet duty of care as employer and school patron To comply with employment law requirements.	Legal obligation and contract Legal obligation Legal obligation	7 years from date of review undertaken on foot of complaint, though this could be reviewed and extend if anything similar/related arises.(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ". In the case of legal action, retain until all appeal options are exhausted.
Allegations/complaints against the employee	To manage employment contract and relationship with employee To meet duty of care as employer and school patron To comply with employment law requirements.	Legal obligation and contract Legal obligation Legal obligation	Depends on the outcome of any investigation / procedure. If complaint is upheld, data is stored on disciplinary file for the duration of employment + 7 years. If complaint is dismissed, 7 years.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ". In the case of legal action, retain until all appeal options are exhausted.
Industrial relations correspondence, minutes of meeting, reports,	To manage employment contract and relationship with employee To comply with employment law requirements.	Legal obligation and contract Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ". In the case of legal action, retain until all appeal options are exhausted.
Dignity at Work case files	To manage employment contract and relationship with employee To comply with employment law requirements.	Legal obligation and contract Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Grievance case files and records,	To manage employment contract and relationship with employee To comply with employment law requirements.	Legal obligation and contract Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Employee Assistance Programme offer/notification letters/email	To manage employment contract and relationship with employee To comply with employment law requirements.	Legal obligation and contract Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for the purpose of demonstrating the carrying out of the employer's duty of care to the particular employee. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
WRC papers/hearings, LC papers/hearings/appeals, LC IR recommendations, Court processes etc .	To manage employment contract To comply with employment law and social welfare requirements. To defend litigation	Contract Legal obligation Authority vested in the controller.	Dependent on nature of matter. Discuss with DPO on case-by-case basis.	Dependent on period for which it is retained.
6 RECORDS RELATING TO LEAVE AND SERVICE				
Leave of absence applications and instances	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For occupational pension purposes To comply with the Payment of Wages Act and the Organisation of Working Time Act. For accounting and audit purposes. To issue payslips in the required form.	Legal obligation Public interest Authority vested in the controller. Legal obligation Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".

Applications for and acceptance to job share	To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For accounting and audit purposes. To issue payslips in the required form. For occupational pension purposes To comply with the Payment of Wages Act and the Organisation of Working Time Act.	Legal obligation Public interest Authority vested in the controller. Legal obligation Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Applications for and acceptance to Career Break	To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments. Required for the calculation of increments and seniority. Verification and dispute resolution purposes and to defend litigation For accounting and audit purposes. To issue payslips in the required form.	Legal obligation Public interest	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Records re: maternity leave, adoptive leave, paternity leave, parental leave, force majeure leave, carer's leave	To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, To defend litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Authority vested in the controller. Legal obligation	Parental leave - 12 years on HR file & until retirement in payroll records if pension entitlements apply. Force majeure leave - 8 years Carer's leave - 8 years. Copies of notices required under the Carer's Leave Act 2001 must be retained for 3 years on HR file. To be kept until retirement in payroll records if pension entitlements apply. Maternity leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply. Adoptive leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply. Paternity leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply. Marriage Leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply. Other unpaid leave - For at least 1 year on HR file & until retirement in payroll records if pension entitlements apply.	Parental Leave Acts 1998 -2019 Parental Leave Acts 1998 -2019 Carer's Leave Act 2001 To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that a data subject or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised. To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts. To prove calculation and entitlements in event of query or challenge to entitlement / level of payment, and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts.
Working Time Act records (attendance hours, holidays, breaks)	To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Annual Leave Records	To process the payment of salary, benefits, expenses claims, paid- and unpaid-leave, and other emoluments. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For organisational administration,	Legal obligation Legal obligation Legal obligation	3 years on HR file & until retirement in payroll records if pension entitlements apply.	Organisation of Working Time Act 1997.

	Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Authority vested in the controller. Legal obligation		
Records documenting employee's authorisation for non-statutory payroll deductions	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Salary claim forms (hard and soft copy)	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Records documenting calculation and payment of payroll payments (including salary and overtime)	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, To defend litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Records documenting adjustment on promotion of employee, documents relating to approval for incremental credit, and incremental approvals	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Superannuation (Pension) Calculations	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.

Records documenting payment of employer and employee contributions to pension schemes	To process the payment of salary, benefits, expenses claims, paid-and unpaid-leave, and other emoluments. To issue payslips in the required form. To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. Required for the calculation of increments and seniority. For organisational administration, Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Legal obligation Legal obligation Contract and legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.
Final Pensions benefit calculations	To enable data subject access to a pension scheme.	Contract and legal obligation.	For as long as pension payments are being made in respect of data subject.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment.
Expenses (Travel & Subsistence) records and reimbursement records	To comply with the Payment of Wages Act and the Organisation of Working Time Act. For occupational pension purposes. For organisational administration, Verification and dispute resolution purposes, incl. litigation For accounting and audit purposes.	Legal obligation Contract and legal obligation Legal obligation Authority vested in the controller. Legal obligation	6 years.	Remains necessary during payment period to prove calculation and entitlements in event of query or challenge to entitlement / level of payment and for duration of relevant auditing period.
7 MEDICAL RECORDS (INCL. PRE-EMPLOYMENT) AND SICK LEAVE DOCUMENTS				
Occupational health referrals	To assess a person's fitness for a particular post or occupation having regard to the requirements of that post To ensure staff can perform the tasks associated with their roles. To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements. For verification and dispute resolution purposes and for the purposes of litigation.	Contract	<i>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).</i>	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".
		Contract Legal obligation and substantial public interest Legal obligation and authority vested in the controller		
Occupational Health Records including health assessment / reports, medical records, Correspondence with clinicians re: data subject	To assess a person's fitness for a particular post or occupation having regard to the requirements of that post To ensure staff can perform the tasks associated with their roles. To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements. For verification and dispute resolution purposes and for the purposes of litigation.	Contract Legal obligation Legal obligation and substantial public interest Legal obligation and authority vested in the controller	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".
Any data regarding reasonable accommodation for employee	To assess a person's fitness for a particular post or occupation having regard to the requirements of that post. To ensure staff can perform the tasks associated with their roles. To comply with the DES' Occupational Health Advice on Medical Fitness to Teach (Published July 2008, revised October 2011) and Occupational Health Service for Teachers and Special Needs Assistants – Standard Operating Procedures Manual (Published June 2015) requirements. For verification and dispute resolution purposes and for the purposes of litigation.	Contract Legal obligation Legal obligation and substantial public interest Legal obligation and authority vested in the controller	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".
	To process the payment of salary for staff on sick leave,	Legal obligation		

Sickness absence records	<p>To administer applications for critical illness leave and temporary rehabilitation remuneration,</p> <p>To manage occupational health / refer staff to occupational health specialists</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes, including defending litigation</p> <p>For accounting and audit purposes.</p>	<p>Contract and substantial public interest</p> <p>Contract and substantial public interest</p> <p>Authority vested in the controller.</p> <p>Contract and substantial public interest</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).</p>	<p>In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".</p>
Sick certificates	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and Temporary Rehabilitation Remuneration,</p> <p>To refer staff to occupational health specialists,</p> <p>To manage occupational health,</p> <p>To make reasonable accommodation,</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual",</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes including the defence of legal proceedings</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Contract</p> <p>Contract</p> <p>Contract</p> <p>Contract and legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).</p>	<p>In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".</p>
Absence records other than those already included in this document	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and temporary rehabilitation remuneration,</p> <p>To manage occupational health / refer staff to occupational health specialists</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual."</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes, including defending litigation</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Contract and substantial public interest</p> <p>Contract and substantial public interest</p> <p>Authority vested in the controller.</p> <p>Contract and substantial public interest</p> <p>Legal obligation</p>	<p>Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).</p>	<p>In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".</p>
Correspondence re retirement on ill-health grounds	<p>To process the pension lump sum payment for employee</p> <p>To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual",</p> <p>To process applications relating to retirement on grounds of ill health,</p> <p>For verification and dispute resolution purposes including the defence of legal proceedings</p> <p>For accounting and audit purposes.</p>	<p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p> <p>Authority vested in the controller.</p> <p>Legal obligation</p>	<p>For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.</p>	<p>Widow/Spouse entitlement. Superannuations Acts To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.</p>
Other records	<p>To process the payment of salary for staff on sick leave,</p> <p>To administer applications for critical illness leave and Temporary Rehabilitation Remuneration,</p> <p>To refer staff to occupational health specialists,</p> <p>To manage occupational health,</p> <p>To make reasonable accommodation,</p>	<p>Legal obligation</p> <p>Contract</p> <p>Contract</p> <p>Contract</p> <p>Contract and legal obligation</p>	<p>Retain for duration of employment plus 7</p>	<p>In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".</p>

documenting the operation of the public-service Sick Pay Scheme	To comply with DES Circulars relating to occupational health/sick leave and specifically to comply with the DSE "Occupational Health Service for Teachers and SNAs Standard Operating Procedures Manual", To process applications relating to retirement on grounds of ill health, For verification and dispute resolution purposes including the defence of legal proceedings For accounting and audit purposes.	Authority vested in the controller. Legal obligation Authority vested in the controller. Legal obligation	years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under 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".
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8A. PENSION - SINGLE PUBLIC SERVICE PENSION SCHEME (data shared with DPER annually by employer based on employee's completion of pension application form) Check with Pensions Task Group					
Year of entry	For calculating entitlements	Legal obligation and contract	For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.	To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.	
Short-form birth cert *(if long form provided, copy should CAREFULLY redact all unnecessary data)	For proof of entitlement based on date on birth				
Maiden Name	For identifying correct recipient	Legal obligation and contract			
Civil Status	For calculating entitlements	Legal obligation and contract			
Details of any Pension Adjustment Order	For calculating entitlements	Legal obligation and contract			
Additional Payroll Number	Additional identifier for internal verification purposes. On Amalgamation of VECs new payroll number was issued - need to reconcile records. Legacy numbers need to be retained.	Legal obligation and contract			
PRSI Class	For calculating entitlements	Legal obligation and contract			
Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract			
Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract			
Member Status	To identify which pension scheme they belong to. Vested/non Vested	Legal obligation and contract			
Normal Retirement Date	For calculating entitlements	Legal obligation and contract			
Membership Category	To identify which pension scheme they belong to	Legal obligation and contract			
Employee Contributions Paid	For calculating entitlements	Legal obligation and contract			
Total Actual Gross Pensionable Remuneration Paid	For calculating entitlements	Legal obligation and contract			
Pension Referable Amount	For calculating entitlements	Legal obligation and contract			
Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract			
Gross Refund Amount Paid	For calculating entitlements	Legal obligation and contract			
Refund Date	For calculating entitlements	Legal obligation and contract			

Refund Membership Category	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Number	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Name	For calculating entitlements	Legal obligation and contract
Repaid Refund Final Date of Repayment	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Repaid Refund Gross Contribution Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Compound Interest Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Membership Category	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract

8B. PENSION - ALL OTHER PENSION SCHEMES (employee completion of application form) Refer to the Pensions Task Group

Year of entry	For calculating entitlements	Legal obligation and contract
Short-form birth cert *(if long form provided, copy should CAREFULLY redact all unnecessary data)	For proof of entitlement based on date on birth	
Maiden Name	For identifying correct recipient	Legal obligation and contract
Gender	Required for older employees with Widows & Orphans benefits	Legal obligation and contract
Civil Status	For calculating entitlements	Legal obligation and contract
Details of any Pension Adjustment Order	For calculating entitlements	Legal obligation and contract

Additional Payroll Number	Additional identifier for internal verification purposes. On Amalgamation of VECs new payroll number was issued - need to reconcile records. Legacy numbers need to be retained.	Legal obligation and contract
PRSI Class	For calculating entitlements	Legal obligation and contract
Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Member Status	To identify which pension scheme they belong to. Vested/non Vested	Legal obligation and contract
Normal Retirement Date	For calculating entitlements	Legal obligation and contract
Membership Category	To identify which pension scheme they belong to.	Legal obligation and contract
Employee Contributions Paid	For calculating entitlements	Legal obligation and contract
Total Actual Gross Pensionable Remuneration Paid	For calculating entitlements	Legal obligation and contract
Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract
Gross Refund Amount Paid	For calculating entitlements	Legal obligation and contract
Refund Date	For calculating entitlements	Legal obligation and contract
Refund Membership Category	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract
Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract
Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Number	For calculating entitlements	Legal obligation and contract
Repaid Refund Original RA Name	For calculating entitlements	Legal obligation and contract
Repaid Refund Final Date of Repayment	For calculating entitlements	Legal obligation and contract
Repaid Refund Corresponding Pensionable Employment Start Date	For calculating entitlements	Legal obligation and contract

For as long as pension payments are being made in respect of data subject or any person entitled to a payment under the employee's pension scheme.

To prove calculation and entitlements in event of query or challenge to entitlement / level of payment and pursuant to Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act 2014 and the National Archives Act 1986. There may also be data held in the event that you or a regulatory authority asks an ETB to keep it for a valid reason, e.g. the Financial Services & Pensions Ombudsman, or in the event of a legal dispute related to membership of the Single Scheme. Personal data may also be retained for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised.

Repaid Refund Corresponding Pensionable Employment Leave Date	For calculating entitlements	Legal obligation and contract		
Repaid Refund Gross Contribution Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Compound Interest Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Membership Category	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Pension Referable Amount	For calculating entitlements	Legal obligation and contract		
Repaid Refund Corresponding Lump Sum Referable Amount	For calculating entitlements	Legal obligation and contract		
9 HEALTH AND SAFETY				
Accident reports, Incident Report, documents re injuries	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	10 years from the date of the accident or dangerous occurrence. May need to be retained longer in event of a claim.	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 as inserted by SI 370 of 2016.
Forms, notifications to insurance company, and/or HSA	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	10 years from the date of the accident or dangerous occurrence. May need to be retained longer in event of a claim.	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020. Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
Pregnant Employee Assessment Forms	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB).	The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed. In case of litigation/criminal investigation thereafter, retain relevant extract in case file until all appeal options have ceased, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Copies of Safety Training Materials + record of who received training	To comply with the employer's duty of care to staff and others. To ensure occupational health. To comply with all relevant health and safety legislation.	Legal obligation Legal obligation Legal obligation	Every item of training received kept on employee's file for duration of employment + 7 years	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
10 OFFICE / ADMINISTRATION DATA				
CCTV recordings	For the security of persons using and adjacent to premises To protect premises and assets To deter crime and anti-social behaviour To assist in the investigation, detection, prosecution of offences Article 23(1)(d) GDPR To deter bullying and/or harassment To assist in providing a safe environment for all users/visitors For verification purposes and for dispute-resolution particularly in circumstances where there is a dispute as to facts and the recordings may be capable of resolving that dispute For the taking and defence of litigation	Substantial public interest Public interest Vital interest Public interest - Prevention, investigation, detection of offences per Article 23(1)(d) GDPR Public interest Public interest Public interest Public interest Authority vested in the controller.	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 the images / recordings are retained to investigate those issues, or where the footage is relevant to legal proceedings, until such time that all appeals options are expired.	Section 8 of the Civil Liability and Courts Act 2004 requires that where a letter of claim in a personal injuries action is served later than one month after an accident, the court shall draw such inferences as appear proper. Therefore, according to the Data Protection Commission (https://www.dataprotection.ie/sites/default/files/uploads/2019-05/CCTV%20guidance%20data%20controllers_0.pdf) a 30-day retention period may thus be deemed reasonable, proportionate and balanced for CCTV footage for the purpose of defending a potential personal injury action.
	For matters related to contract and job performance	Legal obligation		During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is

Teachers' timetables	For administration purposes, including building management For fire-safety purposes For dispute resolution in event of complaint or lawsuit.	Legal obligation Legal obligation Authority vested in the controller as employer.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
Correspondence relating to DSARs and FOI requests: details of request, schedules of records considered/released.	For the purpose of ensuring that obligations re: responses were complied with and also for the purpose of resolving any dispute in relation thereto.	Legal obligation.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	During employment, is retained (as part of staff personnel file) for auditing, standards, employee management and dispute resolution/litigation purposes. Post employment, it is retained (as part of staff personnel file) in the event of litigation which is possible for up to 7 years after (in line with Statute of Limitations Act 1957). In the case of litigation/criminal investigation, retain relevant extract in case file until all appeal options are exhausted, as allowed under section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in " <i>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</i> ".
11 GOVERNANCE / ELECTORAL INFORMATION				
Staff name and address on electoral roll for election to board of management	To administer the election of staff process in compliance with the Education Act 1998.	Legal obligation Authority vested in the controller.	Until the second post election meeting of the new Board following the dissolution of the previous Board (that staff member was on).	Electrol Roll is to be retained for 12 months post election - DE Circular 28/2019 and subsequent. Needed to carry out board business while person sits on board. To claim expenses in performing board activities
Staff name and address on electoral roll for election to ETB.	To administer the election of staff process in compliance with the Education and Training Boards Act 2013.	Legal obligation Authority vested in controller	Until the second post election meeting of the new Board following the dissolution of the previous Board (that staff member was on).	Electrol Roll is to be retained for 12 months post election - DE Circular 28/2019 and subsequent. To claim expenses in performing board activities Needed to carry out board business while person sits on board.