

	A	B	C	D	E	F
1		TYPES OF PERSONAL DATA	PURPOSE(S) FOR COLLECTING	LEGAL BASIS (ARTICLE 6/9 GDPR)	RETENTION PERIOD	LEGAL BASIS FOR RETENTION PERIOD
2		1. IDENTITY INFORMATION, CONTACT DETAILS AND APPLICATION INFORMATION (INCL. SELECTION CRITERIA DATA) OF STUDENTS IN SCHOOL				
3		Name	To identify the student.	Legal obligation and public interest.	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
4			Once admitted to the school: for counting the pupil in the school's capitation payment and teacher allocation (unless the parent submits a written letter of objection, in which case a partial record will be created for that pupil on POD and that pupil will be counted for capitation purposes. For further information, please see www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0038_2016.pdf .)	Legal obligation and public interest.		
5			Requested by the Department of Education for processing on POD, P-POD etc.	Authority vested in the controller		
6		Date of birth	To identify the student.	Legal obligation	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
7			To ensure compliance with the age requirement for primary schools and post-primary schools	Legal obligation		
8			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller		
9		Address and contact details (to include phone numbers and email addresses)	Contact the student about his/her course, start date, course details, book list/reading list, information about fees, information about grants and scholarships.	Legal obligation.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Part X, section 66(6)(b)(iv) of the Education Act 1998, as inserted by section 9 of the Education (Admission to Schools) Act 2018, section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
10			Enrol the student if application successful.	Legal obligation.		
11			Allocate the student to a particular class/programme group	Legal obligation and contract.		
12			To determine if the student is living within the catchment area (where applicable)	Authority vested in the controller.		
13			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller		
14		Family details (in the case of students who are under 18 years at the time of enrolment, the school collects the name, address, and contact details of parents/guardians and next of kin/emergency contact).	To contact the student about their course	Legal obligation.	On student MIIS, for as long as the data subject is a student of the school, or until s/he turns 18, whichever is later. Any such data contained in school application/acceptance forms: until forms are being shredded, 7 years after student has turned 18.	Statute of Limitations Act 1957, the Education Act 1998 inserted by section 9 of the Education (Admission to Schools) Act 2018 and section 9(g) of the Education Act 1998.
15			To allocate the student to a particular class/programme group	Legal obligation.		
16			Enrol the student if application successful.	Legal obligation.		
17			To contact parents/guardians re: student's academic progress	Legal obligation.		
18			To contact parents/guardians re: emergency situations	Legal obligation and vital interests.		
19			To contact parents/guardians re: behavioural matters	Legal obligation and vital interests.		
20			To contact parents/guardians re: school closures / child welfare matters	Legal obligation and vital interests.		
21		Gender / Sex	To identify the student.	Legal obligation.	Indefinitely.	Archiving purposes in the public interest under Article 89 of the GDPR. In line with Recital 156, the data is minimised to name, DOB, mother's maiden name and gender/sex of the data subject.
22			To achieve classroom balance in co-educational schools	Authority vested in the controller.		
23			To ensure appropriate sex in single-sex schools	Legal obligation / authority vested in the controller.		
24			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.		
25		PPS number	To identify the student.	Authority vested in the controller by the Education Act 1998 and the Social Welfare Consolidation Act 2005.	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Part X, section 66(6)(b)(iv) of the Education Act 1998, as inserted by section 9 of the Education (Admission to Schools) Act 2018, section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
26			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.		

	A	B	C	D	E	F
27		Position in family and whether other siblings already in the school.	To determine whether the student has/had siblings who are currently attending or who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	To demonstrate compliance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018 where it was relied upon when giving preference to student when admitting him/her to the school. The 7 years is based on the Statute of Limitations Act 1957, which allows a legal case to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
28		Student's parent/guardian or grandparent information re: attendance at school	To determine whether the student has/had a parent(s)/guardain or grandparent(s) who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
29		Student's primary school	To determine whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
30		Irish fluency and whether the student resides in a Gaeltacht area	To determine the level of fluency of the student as part of admission selection criteria where an Aonad Lán-Gaeilge / Gaelscoil / Gaelcholáiste is oversubscribed.	Authority vested in the controller via the Education (Admission to Schools) Act 2018	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
31		Parent's / student over 18's recent utility bill	Required as proof of address where a criterion of admission to the school is whether a student resides in a particular catchment area.	Legal obligation.	18 years of age + 7 years. In the event of a claim, until all appeal option timelines are exhausted.	
32	2. APPLICATION INFORMATION FOR DATA SUBJECTS WHO APPLIED BUT WERE NOT ADMITTED TO THE SCHOOL.					
33		Name	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2018	1 year post-application or for duration of any legal proceedings arising (including appeal limits), whichever is the later. Where data subject becomes a student, the other periods as set out in this schedule will apply.	Education (Admission to Schools) Act 2018 says that a student is put on to a waiting list for the academic year to which s/he applied and that list remains in existence for one year. Section 29 of the Education Act 1998 allows an appeal for refusal to admit and this can take up to a year. In the case of a judicial review, the basis for retaining for this purpose is 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".
34		Address and contact details (to include phone numbers and email addresses)	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2019		
35		Parents' details	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2020		
36		Application form including signatures and possibly educational needs.	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2021		
37		Position in family and whether other siblings already in the school.	To determine whether the student has/had siblings who are currently attending or who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		To demonstrate compliance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018 where it was relied upon when giving preference to student when admitting him/her to the school. Section 29 of the Education Act 1998 allows an appeal for refusal to admit and this can take up to a year. In the case of a judicial review, the basis for retaining for this purpose is 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
38		Student's parent or grandparent information re: attendance at school	To determine whether the student has/had a parent(s) or grandparent(s) who previously attended the school.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		
39		Student's primary school	To determine whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission	Authority vested in the controller via the Education (Admission to Schools) Act 2018		

	A	B	C	D	E	F
		Irish fluency and whether the student resides in a Gaeltacht area	To determine the level of fluency of the student as part of admission selection criteria where an Aonad Lán-Gaeilge / Gaelscoil / Gaelcholáiste is oversubscribed.	Authority vested in the controller via the Education (Admission to Schools) Act 2018		tribunal, statutory body or an administrative or out-of-court procedure".
40		Parent's / student over 18's recent utility bill	Required as proof of address where a criterion of admission to the school is whether a student resides in a particular catchment area.	Legal obligation.		
41						
42		3. UPON ACCEPTANCE / ENROLMENT STAGE				
43		An original long birth-certificate (together with a copy)	For identification purposes.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.
44			Section V of the Department of Education's Rules for Post-Primary Schools requires a Principal to obtain a "certified extract from" the "public register of births." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.	Legal obligation.	In the event of a claim, until all appeal option timelines are exhausted.	In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
45		Mother's Maiden Name (as part of Acceptance Form)	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
46		Nationality or ethnic or cultural background	Requested by the Department of Education via POD and PPOD	Consent	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
47		First language of a student	Requested to ensure that the educational needs of all students are identified and provided for.	Authority vested in the controller	Student attaining age of majority (18) plus 7 years.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.
48			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	In the event of a claim, until all appeal option timelines are exhausted.	In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
49		Any court orders or other arrangements in place governing access to or custody of a child student.	To ensure that the child is released to the care of the correct person at the end of the school day.	Legal obligation, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
50		Third-party next-of-kin contact details (and the details re their relationship to the student)	For contact in case of an emergency.	Legal obligation, public interest/substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".

	A	B	C	D	E	F
51		Applications to other schools	Boards of management may use this information for the efficient admission of students.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
52		Receipt of EAL (English as an Additional Language) support.	To apply to the DES for the allocation of resources to support the student in his/her learning support.	Legal obligation, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
53		Exemption from studying Irish including reason (e.g. received primary school up to 11 years of age outside Ireland, evidence of disability, student from abroad etc.).	To ascertain whether the student is exempt from the study of Irish (and to arrange the student's timetabling accordingly),	Legal obligation, public interest/substantial public interest, vital interests and explicit consent	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.
54			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.		In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
55		Enrolment Date	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
56		Student school email account log-in information and email content.	For communicating with students	Authority vested in the controller.	1 year after student leaves	School does not require this data. Former student may need access thereafter to communications with CAO, SUSI, etc. 1 year after graduation is a reasonable period to allow access.
57			For assisting with remote learning and learning using technologies	Legal obligation, public interest and authority vested in the controller.		
58		Date of leaving school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
59		Leaving destination if student leaves before natural end of schooling in particular school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".

	A	B	C	D	E	F
60		Current Standard (e.g. Senior Infant, 1 st Class etc.).	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
61		Previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student).	To deliver education appropriate to the needs of the student and to deliver religious instruction.	Legal obligation, substantial public interest and vital interests.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
62			To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation, substantial public interest and vital interests.		
63		Student's previous attendance records including Registers and Roll books etc.	To determine how much education the student has received to date.	Legal obligation and public interest	Retain day registers indefinitely and archive when class leaves + 2 years.	Art. 89 GDPR allows for exemption on retention period for historical, archival or statistical purposes.
64			To comply with obligations in Education (Welfare) Act 2000.	Legal obligation and public interest		
65			To have historical record of attendance of student for archiving purposes.	Authority vested in the controller.		
66			To make statutory notifications to the Education Welfare Officer (TUSLA) in certain circumstances, such as where the student is suspended for 6 days or more, where the student is absent for an aggregate period of 20 school days during the course of the year, and/or if the Principal is of the opinion that the student is not attending school regularly.	Legal obligation and public interest		
67		Student's subjects, academic achievement and matters related to student's contribution	To assist the school in the allocation of resources and for the school to carry out its function to provide education to students which is appropriate to their abilities and needs.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
68		State exam results	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation	One year after student leaves the school	State Exam Results are held by the SEC.
69		Continuous assessment and end of term/year reports,	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
70		Uploaded work to IT platforms, cloud systems etc.	To contribute to records regarding a student's educational progress.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".

	A	B	C	D	E	F
71		Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results),	To deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body <i>etc.</i>	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
72		Student's Behaviour (excluding matter relating to bullying, expulsion, suspension: see rows 152-156 below)	To "ensure that students have access to appropriate guidance to assist them in their educational and career choices" and to put the school on notice of any increased risk or likelihood of the student engaging in any activity which would or could pose a risk to other students, which is necessary to ascertain in line with the school's duty of care towards the students.	Legal obligation	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
73		Parental/student preferences and contact details regarding direct marketing contacts (e.g. promotions, etc).	Purposes: this is so that we know whether we can contact data subject for the purposes of direct marketing.	Explicit Consent	While the student attends the school or until the parent/student withdraws consent, whichever is earlier.	Article 7 of the General Data Protection Regulation 2016/679
74		Records of school tours/trips, including permission slips, itinerary reports, any documents required by Irish Border Control/INIS.	To organise school trips, arrange travel plans, insurance <i>etc.</i>	Explicit Consent	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
75		Garda vetting form & outcome on students on work experience excluding primary school students	In respect of a work experience placement (where that work experience role requires that the student be Garda vetted) the ETB will assist the student in obtaining their Garda vetting outcome (with the consent of the student and their parent/guardian) in order to furnish a copy of same (with the consent of the student and the student's parent/guardian) to the work experience employer.	Explicit Consent	Record of outcome retained for 12 months. School to retain the reference number and date of disclosure on file, which can be checked with An Garda Síochána in the future.	The personal data should be deleted when the purpose for which it was sought has expired. 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."
76		Photographs and recorded images of students (including at school events and noting achievements), but excluding CCTV recordings (dealt with below).	To celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school/centre/programme.	Consent	Indefinitely, unless consent is withdrawn in cases where the publication has not already been completed and is unable to be amended.	Consent. The withdrawal of consent does not affect the previous use of any photos taken of that particular student before the consent was withdrawn.
77		Category of capitation grant that is paid in respect of student	Requested by the Department of Education - POD, P-POD <i>etc.</i>	Authority vested in the controller.	For as long as the student is enrolled in the school	Circular letter 0040/2019 'Fair Processing Notice to explain how the personal data of students in postprimary schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared.' which states that "All data will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed."
78		If student is a new entrant / repeat student and reasons for same	Requested by the Department of Education - POD, P-POD <i>etc.</i>	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.

	A	B	C	D	E	F
79		If the student is a short-term placement and if so the duration for which he/she is enrolled	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
80		Whether the student boards at his/her school	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
81	4. DATA SUBJECTS ON APPLICATIONS AND WAITING LIST WHO DO NOT BECOME STUDENTS IN THE SCHOOL					
82		Name	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2018	For 1 year after the date on which the data subject sought admission to the school (to allow time for a section 29 appeal to be taken). Where data subject becomes a student, the other periods as set out in this schedule will apply.	Education (Admission to Schools) Act 2018 says that a student is put on to a waiting list for the academic year to which s/he applied and that list remains in existence for one year.
83		Address and contact details (to include phone numbers and email addresses)	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2019		
84		Parents' details	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2020		
85		Application form including details set out at section 1 above.	Processing student application for admission	Legal obligation under Education (Admission to Schools) Act 2021		
86	5. INFORMATION TRANSFERRED FROM PRIMARY SCHOOL TO POST-PRIMARY SCHOOL					
87		Education Passport (end-of-year 6th Class Report card for transferring to post-primary school),	The Education Passport is prepared by primary schools as the end-of-year 6th Class Report card for transferring to post-primary school. The NCCA template states: "to support your child's move to post-primary school, we will send a copy of this report card to his/her new school. We will do so after the post-primary principal has confirmed your child's enrolment for the new school year". The protocols supporting this process are set out in DES Circulars 42/2015 and 34/2016.	Legal obligation.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
88	6. SPECIAL CATEGORY DATA NOT INCLUDED ABOVE					
89		Nationality	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
90		Student's level of intergration into mainstream classes (if applicable)	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
91		If the student is in a special class, the type of special class	Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
92		Any relevant medical information and details of the student's GP (to be contacted in case of emergency)	To ensure that the school has any relevant information as may be necessary to preserve the student's health and to meet the child's medical/care needs.	Legal obligation, public interest, vital interest and explicit consent	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
93		Any special needs/medical	To apply to the DES for the allocation of resources to support the student in his/her learning.	Legal obligation, authority vested in the controller		

	A	B	C	D	E	F
94		Any special educational needs that need to be accommodated, e.g. medical assessment, psychological assessment/report, correspondence, Special Education Needs' files, Individual Education Plans, notes relating to inter-agency meetings, medical information (medical condition and/or medication/treatment required) and disclaimers (signed by students undergoing beauty treatments).	For admission to a special educational needs unit within a mainstream school and to ensure each applicant meets the admissions criteria set out in the admissions policy and/or otherwise meets the eligibility requirements.	Legal obligation, authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the case of a student who will not acquire legal capacity when s/he/they reaches the age of majority, the data should be kept indefinitely. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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". In the case of a student who never acquires legal capacity, there is no Statute of Limitations in respect of any action taken on his/her/their behalf.
95			To assess the student's needs	Legal obligation, authority vested in the controller		
96			To develop individual education plans	Legal obligation, authority vested in the controller		
97			To share this personal data with Special Educational Needs Organisers ("SENOs") employed by the National Council for Special Education (the statutory agency established under the Education for Persons with Special Educational Needs Act 2004	Legal obligation, authority vested in the controller		
98			To furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOs")) such information as the Council may from time to time reasonably request.	Legal obligation, authority vested in the controller		
99		Receipt of learning support (including type) in mainstream setting.	To apply to the DES for the allocation of resources to support the student in his/her learning	Legal obligation, contract and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
100			Requested by the Department of Education - POD, P-POD etc.	Authority vested in the controller.		
101		Granted resource teaching hours and/or special needs assistance hours by the NCSE.	To manage resource teaching hours and provide appropriate educational resources to data subject	Legal obligation, contract, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
102		Standardised testing results	Assessing literacy/numeracy progress, for Reasonable Accommodation in State Examinations, for assisting in referrals to NEPS, and for career guidance etc.	Legal obligation, contract, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The school's / ETB's statutory obligations under the Education for Persons with Special Educational Needs Act 2004 particularly section 3(5) and the obligation under section 9(g) of the Education Act 1998. The Statute of Limitations Act 1957 allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
103			To assess the student's educational progress and apply for appropriate accommodation and/or therapeutic support where required.	Legal obligation, contract, substantial public interest and vital interests		
104		Religious information / belief	To facilitate the use of school buildings outside of school hours for religious instruction.	Consent of parent of data subject	Until child has completed sacrament.	Only necessary for as long as classes are being provided.
105			Requested by the Department of Education - for POD system.	Consent of parent of data subject	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
106		Pupil's mother tongue English or Irish	Requested by the Department of Education - POD, P-POD etc.	Consent of parent of data subject	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
107		Ethnic/Cultural background	Requested by the Department of Education - POD, P-POD etc.	Consent of parent of data subject	Once uploaded to POD/PPOD, no need for school to store.	School does not require this data.
108	7. SECTION 29 APPEALS UNDER THE EDUCATION ACT 1998					
109		Section 29 Appeals	To facilitate the board of management review process in refusal to admit cases.	Legal obligation and public interest	Student attaining age of majority (18) plus 7 years.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings.

	A	B	C	D	E	F
110		documentation (permanent exclusion, suspension, refusal to enrol etc.).	To be transferred to the DES and processed by a Department of Education appointed Appeals Committee for the purposes of hearing the appeal and issuing its determination.	Legal obligation and public interest	In the event of a claim, until all appeal option timelines are exhausted.	In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
111	8. CHILD PROTECTION, CHILD WELFARE, COUNSELLING, PASTORAL CARE, COUNSELLING, PASTORAL CARE, BEHAVIOURAL AND ACCIDENT / INJURY RECORDS & REPORTS					
112		Child protection records	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation	Where an investigation took place / was deemed to be warranted, 35 years.	In line with English case of <i>R(C) v Northumberland County Council & Anor [2015] EWHC (Admin) 2134</i> , it was the view of the court that a retention period of 35 years was reasonable and is long enough to provide some reassurance that the issues about historic abuse and adults' ability to recover information about their past would not be of great concern. It is also to ensure that, in most cases, records would still be available at any time when children from a family which had been the subject of child protection concerns themselves became parents - which is a key point at which the consequences of past abuse may again become significant.
113			Provide students with access to guidance counselling services and/or psychological services	Legal obligation		
114			Provide supports to students.	Legal obligation		
115			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation		
116			Engage in preventative work etc.	Legal obligation		
117		Other records relating to child welfare and safeguarding	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation	Where an investigation took place / was deemed to be warranted, 35 years.	In line with English case of <i>R(C) v Northumberland County Council & Anor [2015] EWHC (Admin) 2134</i> , it was the view of the court that a retention period of 35 years was reasonable and is long enough to provide some reassurance that the issues about historic abuse and adults' ability to recover information about their past would not be of great concern. It is also to ensure that, in most cases, records would still be available at any time when children from a family which had been the subject of child protection concerns themselves became parents - which is a key point at which the consequences of past abuse may again become significant.
118			Provide students with access to guidance counselling services and/or psychological services	Legal obligation		
119			Provide supports to students.	Legal obligation		
120			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation		
121			Engage in preventative work etc.	Legal obligation		
122		Notes of Chaplain / guidance counsellor (as opposed to career guidance)	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána	Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
123			Provide students with access to guidance counselling services and/or psychological services	Legal obligation, public interest and vital interests		
124			Provide supports to students.	Legal obligation, public interest and vital interests		
125			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation, public interest and vital interests		
126			Engage in preventative work etc.	Legal obligation, public interest and vital interests		
127		Psychological service notes	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
128			Provide students with access to guidance counselling services and/or psychological services	Legal obligation, public interest and vital interests		
129			Provide supports to students.	Legal obligation, public interest and vital interests		
130			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation, public interest and vital interests		
131			Engage in preventative work etc.	Legal obligation, public interest and vital interests		
132		Referrals to/records relating to therapeutic services and other interventions	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
133			Provide students with access to guidance counselling services and/or psychological services	Legal obligation, public interest and vital interests		
134			Provide supports to students	Legal obligation, public interest and vital interests		
135			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation, public interest and vital interests		
136			Engage in preventative work etc.	Legal obligation, public interest and vital interests		
137		Minutes, notes and other records concerning Student Support Team (incl. teachers and yearheads) / Pastoral Care Team Meetings	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
138			Provide students with access to guidance counselling services and/or psychological services	Legal obligation, public interest and vital interests		
139			Provide supports to students.	Legal obligation, public interest and vital interests		
140			Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation, public interest and vital interests		
141			Engage in preventative work etc.	Legal obligation, public interest and vital interests		
142		Meitheal meetings convened by TUSLA under Child Care Act 1991, Children Act 2001.	Report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána.	Legal obligation, public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Vital interests: to protect the student's vital interests, providing assistance and support. Legal obligation: duty of care to the student and to other students and staff. Public interest/substantial public interest: supporting the student's right to participate and remain in education, to facilitate greater social inclusion.
143			Provide students with access to guidance counselling services and/or psychological services	Legal obligation, public interest and vital interests		
144			Provide supports to students.	Legal obligation, public interest and vital interests		

	A	B	C	D	E	F
145		and the Child and Family Agency Act 2013	Resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention.	Legal obligation, public interest and vital interests	exhausted.	and remain in education, to facilitate greater social inclusion.
146			Engage in preventative work <i>etc.</i>	Legal obligation, public interest and vital interests		
147		Records of complaints made by parents/guardians and others.	To ensure the school meets its duty of care to other students	Legal obligation, substantial public interest and vital interests	Depends on the nature of the complaint. If related to child-safeguarding, teacher-handling, or an accident, then refer to the relevant section above. If it is a complaint of a more mundane nature (e.g. misspelling of child's name; parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then retain until student reaches 18 years + 7 years. If the complaint proceeds to be considered under the formal ETB complaints procedure refer to retention schedule for employee records.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
148			To comply with policies re: dealing with complaints made by parents/guardians of a student or by a student (over 18) years.	Legal obligation		
149			To comply with the Department of Education Circular 45/2013, re: bullying and to record any incidents and accidents.	Legal obligation		
150			For the defence of legal proceedings	Authority vested in the controller.		
151		Records relating to bullying investigations.	ETBs have adopted a nationally agreed Code of Practice for dealing with complaints made by parents/guardians of a student or by a student (over 18) years.	Legal obligation, substantial public interest and vital interests	If not falling within Child Protection category, then student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Section 9(g) of the Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
152			ETBs have processes in place to address bullying in accordance with the Department of Education Circular 45/2013, and to record any incidents and accidents.	Legal obligation, substantial public interest and vital interests		
153			For the defence of legal proceedings	Authority vested in the controller.		
154		Records relating to behaviour, including expulsion, suspension, which are not the subject of a section 29 appeal.	ETBs have adopted a nationally agreed Code of Practice for dealing with complaints made by parents/guardians of a student or by a student (over 18) years.	Legal obligation, substantial public interest and vital interests	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
155			ETBs have processes in place to address bullying in accordance with the Department of Education Circular 45/2013, and to record any incidents and accidents.	Legal obligation, substantial public interest and vital interests		
156			For the defence of legal proceedings	Authority vested in the controller.		
157		Accident reports	To address bullying in accordance with the Department of Education Circular 45/2013.	Vital interests and substantial public interest	10 years from the date of the accident or dangerous occurrence.	Part 14, Paragraph 226(1) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016.
158			To record any incidents and accidents.	Legal obligation.	For incidents relating to students under age 18, retain scanned copy until reaching age 18, and add 10 years.	
159			This may be transferred to the school's/ETB's insurance and/or legal advisors as appropriate. Accidents may be reported to the Health and Safety Authority in certain circumstances.	Vital interests and substantial public interest		Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
160		Incident Report Forms	To address bullying in accordance with the Department of Education Circular 45/2013.	Vital interests, public interest	10 years from the date of the accident or dangerous occurrence.	S.I. No. 370 of 2016 of the Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016
161			To record any incidents and accidents.	Legal obligation.	For incidents relating to students under age 18, retain scanned copy until reaching age 18, and add 10 years.	
162			For the defence of legal proceedings	Authority vested in the controller.		Aligns with Insurance retention periods in case of litigation/criminal investigation, retain and review retention regularly as needed against probability of legal action.
163		Notifications to insurance company and exchanges with legal advisors.	To address bullying in accordance with the Department of Education Circular 45/2013.	Vital interests, public interest	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	The Education Act 1998, the Education (Welfare) Act 2000 and the Statute of Limitations Act 1957, which allows a legal case in such matters to be instituted for up to 6 years. The Rules of Court in Ireland then allow up to 12 months for service of such proceedings. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
164			To record any incidents and accidents	Vital interests, public interest		
165			For the defence of legal proceedings	Authority vested in the controller.		

	A	B	C	D	E	F
166		9. OFFICE / ADMINISTRATIVE INFORMATION				
167		CCTV recordings and images	For security of persons using and adjacent to premises	Substantial public interest	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. In the case of litigation/criminal investigation, retaining until all appeal options are exhausted is 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".
168			To protect premises and assets	Public interest		
169			To deter crime and anti-social behaviour	Vital interest		
170			To assist in the investigation, detection, and prosecution of offences	Public interest - Prevention, investigation and detection of offences per Article 23(1)(d) GDPR		
171			To deter bullying and/or harassment	Public interest		
172			To maintain good order and ensure the Code of Behaviour is respected	Public interest		
173			To assist in providing a safe environment for all staff and students	Public interest		
174			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	Public interest		
175			For the taking and defence of litigation	Authority vested in the controller.		
176		Information relating to payment of student monies (including fee support and fee waiver documentation)	This information is processed in order to process applications, make grant payments, or receive payment of fees (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes.	Legal obligation, contract, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
177		Scholarship/Grant applications (including Gaeltacht, book rental scheme etc).	This information is processed in order to process applications, make grant payments, or receive payment of fees (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes.	Legal obligation, contract, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".
178		Location of work experience	To ensure relevant students are completing work experience if part of their educational programme	Legal obligation, public interest and exercise of official authority vested in the controller	Student attaining age of majority (18) plus 7 years. In the event of a claim, until all appeal option timelines are exhausted.	Statute of Limitations Act 1957 and section 60(3)(a)(iv) of the Data Protection Act 2018 where it is in "contemplation of or for the establishment, exercise or defence of, a legal claim, prospective legal claim, legal proceedings or prospective legal proceedings whether before a court, statutory tribunal, statutory body or an administrative or out-of-court procedure".