**Leap National School**

# Data Retention Periods for schools

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| Pupil Related | Retention Periods |
| School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc.SEN Files/IEPSAccident Reports Child Protection Reports/RecordsS.29 Appeals  | Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years Never DestroyNever Destroy Never Destroy Never Destroy Never Destroy |
| Interview Records |  |
| Interview Board Marking SchemeBoard of Management notes (for unsuccessful candidates)  | 18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken  |
| Staff Records |  |
| Contract of EmploymentTeaching Council RegistrationVetting Records Accident/Injury at work Reports  | Retention for duration of employment + 7 years  (6 years to make a claim against the school plus 1 year for proceedings to be served on school)  |
| BoM Records |  |
| BOM Agenda and Minutes CC TV RecordingsPayroll & TaxationInvoices/receipts Audited Accounts  | Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary Revenue require a 6-year period after the end of the tax year Retain for 7 Years Indefinitely  |
| ***Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age?*** *The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.* |