**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/IEPS  Accident Reports  Child Protection Reports/Records  S.29 Appeals | Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years  Never Destroy  Never Destroy  Never Destroy Never Destroy Never Destroy |
| Interview Records |  |
| Interview Board  Marking Scheme  Board 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 Employment  Teaching Council Registration  Vetting 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 Recordings  Payroll & Taxation  Invoices/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.* | |