Scoil Ghormáin Naofa

Castletown, Gorey, Co. Wexford.

Chairperson BOM: *GDPR policy*  School Principal:

Joe O’Shaughnessy  Emer Russell

Data Protection Privacy Statement for Parents, Guardians and Pupils

*Effective from the 25th May, 2018*

Individuals have a number of rights in relation to their personal information – i.e. personal data – and these rights have been enhanced by the General Data Protection Regulation (GDPR).This Data Protection Statement describes how we at Scoil Ghormáin Naofacollect and process personal data, in accordance with the GDPR and the school’s legal obligations generally in relation to the provision of education. Processing is the legal term used to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information.

This Statement applies to pupils, parents and guardians. By enrolling your child in and/or by attending Scoil Ghormáin Naofayou acknowledge and agree to the collection and processing of personal information by the school.

For your information this Statement outlines:

* Who we are and how to contact us;
* What information we collect, process and retain;
* How information is collected and processed and the purpose and legal basis for so doing;
* Sharing information with third parties;
* Individual legal rights.
1. **WHO WE ARE AND HOW TO CONTACT US**

Scoil Ghormáin Naofais a data controller responsible for personal data - i.e. information relating to an identified or identifiable natural person. Scoil Ghormáin Naofa processes personal data, i.e. the school collects, records, stores, retains and uses personal data. will respond to your questions in relation to this data protection statement and our approach to privacy.

If you have any questions about this data protection statement, including any request to exercise your legal rights, please contact us using the details below:

**Email:** **cns.iaswx@gmail.com****, subject box: GDPR query**

1. **INFORMATION COLLECTED**

Scoil Ghormáin Naofamay collect the following personal information on pupils and parents/guardians:

1. **Pupil Information**
* Personal details such as name, address, date of birth, gender, PPS number, nationality, emergency contact information and information in relation to the pupil’s family as may be required,
* Any Special Education Needs (SEN),
* Any Child Protection information,
* Academic records, school reports, pupil learning needs, pupil behaviour needs, permission for access to educational reports, individual education and learning support plans,
* Personal pupil profiles (including whether English is the pupil’s first language or if exempt from any subjects e.g. Irish or religion),
* Psychological referral/assessment documentation and permission for access to psychological reports,
* Information for the Primary Online Database (POD) \*unless we receive written request to the contrary – this will be filed on child’s personal file.
* Information for Special Educational Needs Organiser (SENO),
* Information for TUSLA (the Child and Family Agency) and/or the Health Service Executive (HSE),
* Attendance records and explanatory notes in relation to absences,
* Disciplinary records including notes that may be held by the teacher(s), incident and accident reports, investigations and sanctions if imposed,
* Permission notes in respect of school activities e.g. school tours/trips and outings, extra-curricular activities, (including Curricular, RSE/Stay Safe Programme(s)),
* Photographs and recorded images of pupil(s) (including at school events),
* School Transport information,
* CCTV footage and other information obtained through electronic means. \*Please note that CCTV is used for security purposes only. Cameras are situated at 8 stations around the outside of the school for security purposes only. There is no CCTV inside the school building.
1. **Sensitive Personal Information – Pupils**

Scoil Ghormáin Naofamay collect and process the following special categories of more sensitive personal information such as:

* Information about pupil’s health, medical certificates, medical needs, allergies and consent for administration of medicine,
* Religious belief and confirmation of engagement or not in Religious Sacraments,
* Membership of the Traveller Community,
* Racial or Ethnic origin.
1. **Parent / Guardian Information**

Scoil Ghormáin Naofamay collect and process the following personal information from parents/guardians such as:

* Contact details of parent / guardian e.g. name, address, email address, telephone number(s)
* Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access,
* Occupation and nationality,
* Number of children, position of pupil(s) in family,
* Consent in respect of medical/other emergencies,
* Consent in respect of school activities e.g. school tours/trips and outings, extra-curricular activities,
* Consent to publish photographs and schoolwork of pupils on school website / print media etc,
* Records, correspondence or notes arising from interaction with Parents / Guardians,
* **[any other personal information from Parents/Guardians – school to insert as relevant]**
1. **Board of Mangement records**
* Name address and contact details of each member of the board
* Minutes of board meetings and correspondence to the board which may include references to individulas. Children will not be named or recorded.
1. **PURPOSE & LEGAL BASIS FOR COLLECTING & PROCESSING INFORMATION**

Scoil Ghormáin Naofacollects and processes personal information (as listed above) about pupils and parents / guardians for a variety of purposes and relies on a number of legal grounds to do so. Scoil Ghormáin Naofa requires this information to perform our duties and responsibilities and to comply with our legal and statutory obligations. In addition, Scoil Ghormáin Naofarequires this personal information to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely is the effective operation and management of Scoil Ghormáin Naofaand managing the education and welfare needs of our pupils. Scoil Ghormáin Naofa processes personal data on the basis of the following lawful purposes:

1. **Legal Obligation**

Scoil Ghormáin Naofacollects and process personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as Amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety Health and Welfare at Work legislation

1. **Legitimate Interests**

Scoil Ghormáin Naofamay also process personal information to:

* Enable Pupils to develop to their full potential and meet the educational, social, physical and emotional requirements of the pupil,
* Enable Parents and Guardians to be contacted in the case of emergency, school closures and to inform Parents and Guardians of their child’s educational progress,
* Secure and benefit from the support and services of relevant third parties.
1. **Consent**

Scoil Ghormáin Naofasometimes process some of pupils’ personal information with consent e.g. photograph which may be displayed on the school’s website or on social media platforms or in the print media. Please note that consent can be withdrawn at any time by contacting the school.

1. **HOW PERSONAL INFORMATION IS COLLECTED**
2. **Pupils**

Scoil Ghormáin Naofacollects personal information about pupils through the enrolment process and/or through expressions of interest in relation to enrolment. Additional information is collected from third parties, including former schools and through school activities and general interaction(s) during the course of the pupil’s time at Scoil Ghormáin Naofa

1. **Parents and Guardians**

Scoil Ghormáin Naofa **c**ollects personal information about parents and guardians through the enrolment process or expressions of interest for enrolment. We collect additional personal information through general interaction during the course of the pupil’s time at Scoil Ghormáin Naofa

1. **INFORMATION AND THIRD PARTIES**

Scoil Ghormáin Naofamay receive from, share and/or transfer information to a range of third parties such as the following:

* ***The Department of Education and Skills***
* ***TUSLA / the Child and Family Agency***
* ***The National Council for Special Education***
* ***National Educational Psychological Service (NEPS)***
* ***Department of Social Protection and/or other state benefit providers***
* ***An Garda Síochána***
* ***School Insurance Provider***
* ***Third Party Service Providers***: We may share personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers including, printers, lawyers and other advisors, and providers of security and administrative services, including data processing / cloud storage service providers e.g. **Aladdin / Class Dojo.**
1. **DATA RETENTION**

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements.

\*See appendix 1 for schedule of retention

1. **TRANSFER OF PERSONAL INFORMATION OUTSIDE THE EUROPEAN UNION**

Scoil Ghormáin Naofamay transfer the personal information we collect to countries outside the EU. Where there is no adequacy decision by the European Commission in respect of any such country that means that that country is deemed not to provide an adequate level of protection for your data. However, to ensure personal information does receive an adequate level of protection we will in such circumstances put in place appropriate measures such as the use of model contractual clauses as approved by the European Commission to ensure personal information is treated by those third parties in ways that are consistent with respect to EU and Irish Laws on Data Protection.

1. **INDIVIDUAL RIGHTS**

Individuals have several rights under GDPR which in certain circumstances are limited and/or constrained. These individual rights include the right – free of charge and subject to any limitations as may apply – to:

1. Request a copy of the personal information held about the individual;
2. Rectify any inaccurate personal data held about the individual;
3. Erase personal information held about the individual;
4. Restrict the processing of individual personal information;
5. Object to the use of individual personal information for our legitimate interests;
6. Receive individual personal information in a structured commonly used and machine-readable format and to have that data transmitted to another data controller.

If you wish to exercise any of these rights please contact us at the school as outlined

Email: cns.iaswx@gmail.com – subject box : GDPR query

Scoil Ghormáin Naofawill endeavour to respond to your request within a month. If we are unable to deal with your request within a month we may extend this period by a further two months and we will explain why.

You also have the right to lodge a complaint to the office of the Data Protection Commission.

1. **UPDATES**

We will update this data protection statement from time to time. Any updates will be made available and, where appropriate notified to you.

**Implementation Date**

The Supervision Policy was presented to the Board of Management for approval and adoption in June 2016, towards implementation from Sep 2016.

**Ratification & Communication**

The BOM officially ratified this policy in May 2017

All parents will be able to access this policy on our school website [www.castletownnationalschool.ie](http://www.castletownnationalschool.ie) following ratification and thereafter prior to enrolment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson BOM Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1 – Schedule of Retention**

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| **Student Records** | **Final disposition** | **Comments** |
| **Registers/Roll books** | N/A | Indefinitely. Archive when class leaves + 2 years |

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| **Records relating to pupils/students** | Primary | **Confidential shredding** | **Comments**  |
| **Enrolment Forms** | Student reaching 18 years + 7 years  | Confidential shredding | 18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)  |
| **Student transfer forms** (Applies from primary to primary; from one second-level school to another) | If a form is used- Student reaching 18 years + 7 years  | Confidential shredding | Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results) | Student reaching 18 years + 7 years  | Confidential shredding | 18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school).  |
| End of term/year reports | Student reaching 18 years + 7 years  | Confidential shredding | 18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |

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| Records of school tours/trips, including permission slips, itinerary reports | Never destroy  | N/A | Never destroy  |
| Scholarship applications e.g. Gaeltacht, book rental scheme  | Student reaching 18 years + 7 years  | Confidential shredding | 18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Garda vetting form & outcome - **STUDENTS** | N/A **as primary schools pupils will not be undergoing vetting** | Confidential shredding | 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 Siochana in the future.  |

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| **Sensitive Personal Data Students** | **Primary** | **Final disposition** | **Comments** |
| Psychological assessments | Indefinitely | N/A - Never destroy | Never destroy |
| Special Education Needs’ files, reviews, correspondence and Individual Education Plans | Indefinitely | N/A | Never destroy |
| Accident reports | Indefinitely | N/A | Never destroy |
| Child protection records | Indefinitely | N/A | Never destroy |
| Section 29 appeal records | Student reaching 18 years + 7 years  | Confidential shredding | Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)  |
| Enrolment/transfer forms where child is not enrolled or refused enrolment | Student reaching 18 years + 7 years  | Confidential shredding | Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Records of complaints made by parents/ guardians  | Depends entirely on the nature of the complaint.  | Confidential shredding or N/A, depending on the nature of the records.  | Depends entirely on the nature of the complaint. If it is child-safeguarding, a complaint relating to teacher-handling, or an accident, then retain indefinitely. Never destroy. 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 student reaching 18 years + 7 years (6 years in which to take a claim, and 1 year for proceedings to be served on school) |

| **Staff Records** | **Primary** | **Final disposition** | **Comments** |
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| Applications & CVs of candidates called for interview |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Database of applications |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Selection criteria |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Applications of candidates not shortlisted |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Unsolicited applications for jobs |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Candidates shortlisted but unsuccessful at interview |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |
| Candidates shortlisted and are successful but do not accept offer |  | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.  |

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| **Staff personnel files (whilst in employment)**  | **Primary** | **Final Disposition**  | **Comments**  |
| e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.  |  | Confidential shredding. Retain an anonymised sample for archival purposes. | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Application &/CV |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Qualifications |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| References |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Interview: database of applications (the section which relates to the employee only) |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Selection criteria  |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Interview board marking scheme & board notes  |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Panel recommendation by interview board  |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Recruitment medical |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Job specification/description |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Contract/Conditions of employment |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Probation letters/forms |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| POR applications and correspondence (whether successful or not) |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Leave of absence applications |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Job share |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Career Break |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Maternity leave |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Paternity leave |  | Confidential shredding | Retain for 2 years following retirement/resignation or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater).  |
| Parental leave |  | Confidential shredding | Must be kept for 8 years - Parental Leave Act 1998Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years. |
| Force Majeure leave |  | Confidential shredding | Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years. |
| Carers leave |  | Confidential shredding | Must be kept for 8 years - Carer's Leave Act 2001Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years |
| Working Time Act (attendance hours, holidays, breaks) |  | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school). There is a statutory requirement to retain for 3 years |
| Allegations/complaints |  | ETB one doesn’t have a time period advised | Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served).  **Please note** the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains “active” on an employee’s record.  |
| Grievance and Disciplinary records |  |  | Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served).  **Please note** the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains “active” on an employee’s record.  |

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| **Occupational Health Records** | Primary | **Confidential Shredding** | **Comments** |
| Sickness absence records/certificates  |  | Confidential shreddingOr do not destroy.  | Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Pre-employment medical assessment |  | Confidential shreddingOr do not destroy? | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Occupational health referral |  | Confidential shredding Or Do not destroy.  | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Correspondence re retirement on ill-health grounds |  | Confidential shreddingOr Do not destroy.  | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Accident/injury at work reports |  | Confidential shredding | Retain for 10 years, or the duration of the employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), whichever is the greater (unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy). |
| Medical assessments or referrals |  | Confidential shreddingOrDo not destroy.  | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless Medmark assessment relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Sick leave records (sick benefit forms) |  | Confidential shredding | In case of audit/refunds, Current year plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |

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| **Superannuation /Pension /Retirement records** | **Primary**  | **Final Disposition** | **Comments** |
| Records of previous service (incl. correspondence with previous employers) |  | N/A | DES advise that these should be kept indefinitely.  |
| Pension calculation |  | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer)  |
| Pension increases (notification to Co. Co.) |  | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer)  |
| Salary claim forms |  | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer)  |

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| **Government returns** | **Primary** | **Final disposition** | **Comments** |
| Any returns which identify individual staff/pupils,  |  | N/A | **Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DES guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with “Student Records” guidelines above.**  |

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| **Board of Management Records** | **Primary** | **Final disposition** | **Comments** |
| Board agenda and minutes |  | N/A | Indefinitely. These should be stored securely on school property  |
| School closure |  |  | On school closure, records should be transferred as per [Records Retention in the event of school closure/amalgamation](http://www.dataprotectionschools.ie/en/Data-Protection-Guidelines/Records-Retention/School-Closure-Amalgamation/). A decommissioning exercise should take place with respect to archiving and recording data. |
| **Other school based reports/minutes** | **Primary** | **Final disposition** | **Comments** |
| CCTV recordings  |  | Safe/secure deletion.  | 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 where the images/recordings are retained to investigate those issues.  |
| Principal’s monthly report including staff absences |  | N/A | Indefinitely. Administrative log and does not relate to any one employee in particular: the monthly reports are not structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible. Not a “relevant filing system”.  |
| **Financial Records** | **Primary** | **Comments** |
| Audited Accounts  |  | Indefinitely  |
| Payroll and taxation |  | Revenue Commissioners require that records be kept for at least six years after the end of the tax year. Records must be made available for inspection by authorised officers of the Revenue Commissioners or of the Dept. of Social Protection. Note: The DES requires of schools that “pay, taxation and related school personnel service records should be retained **indefinitely** within the school. These records can be kept either on a manual or computer system. |
| Invoices/back-up records/receipts |  | Retain for 7 years |

| **Promotion process** | Primary  | **Final Disposition** | **Comments**  |
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| **Posts of Responsibility** |  | N/A | **Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines)** |
| Calculation of service |  | N/A | Retain indefinitely on master file  |
| Promotions/POR Board master files |  | N/A | Retain indefinitely on master file  |
| Promotions/POR Boards assessment report files |  | N/A | Retain original on personnel file in line with retention periods in “Staff Records” retention guidelines above  |
| POR appeal documents |  | N/A | Retain original on personnel file, and copy of master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings on school). Copy on master and appeal file. |
| Correspondence from candidates re feedback |  | N/A | Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee within the school, keep in line with retention periods in “Staff Records” above. If feedback is from successful candidate or from unsuccessful candidate who is already an employee within the school, keep in line with “Staff personnel while in employment” above.  |