

HR Records

Data Type	Business Retention Period	Justification	Guidance	Expiry Action
Recruitment				
Unsolicited jobs applications	Applications that can be considered for positions hold for 12 months. All others can be destroyed if of not suitable	For filling vacancies on H.R. panels and for Associate Faculty vacancies	The principle of data minimisation should be considered for these circumstances.	Confidential shredding and/or secure deletion of electronic records
Vacancy notification	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Appraise for archival value, otherwise destroy
Job Descriptions	7 years after the last pension payment or 7 years after employment ceases	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Selection criteria	1 year after competition has closed	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Applications and CVs of candidates called for interview	12 months	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Candidates shortlisted or not qualified for posts	12 months	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Candidates that are shortlisted but are not successful at interview or who are successful but do not accept an offer	12 months	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Equality Claims (includes interview notes, jobs specifications, and CVs etc.)	12 months	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Competition Files	12 months	There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Personnel Files				
Personal contact details	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations 2001 S.I. 473/2001 requires an employer to collect information such as the name and address of an employee, their Revenue and PPS Number.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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CV, application form, cover letter, and references	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Employee terms and conditions of employment	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>The Organisation of Working Time Act 1997 requires that employers retain records of employee terms and conditions.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Employee contract	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 3 of the Terms of Employment (Information) Act 1994 requires an employer to retain the written terms and conditions of an employee for the duration of their employment plus one year.</p> <p>The retention of 7 years is to allow for claims under Section 11 of the Statute of Limitations 1957. This provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Declaration of confidentiality	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Double/Additional employment forms	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 33 of the Organisation of Working Time Act 1997 prohibits the College from employing staff to work on a day or during any week where the staff member has worked for another employer, where the aggregate of the periods worked exceeds that permitted by legislation.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

<p>Employee questionnaire (contains contact details, next of kin details, emergency contacts, DOB, nationality, details on parental leave, courses completed, languages spoken, employment arrangements, and employment history with NCI)</p>	<p>Hold for 7 years after the last pension payment or 7 years after employment ceases.</p>	<p>Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations 2001 S.I. 473/2001 requires an employer to collect information such as the name and address of an employee, their Revenue and PPS Number. An employer must also hold a brief statement of the employee's duties.</p> <p>PAYE Regulation 8 requires an employer to maintain a register of employee's which contains an employee's name, address, PPSN, date of commencement of employment of each employee, and the date of cessation of employment where relevant.</p> <p>Section 3 of the Parental Leave (Amendment) Act 2019 has limits on the amount of parental leave that can be taken.</p> <p>Section 25 of the Organisation of Working Time Act requires an employer to keep records of holidays, public holidays, special leave, rest periods, start and finish times of each employee for each day.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may</p>	<p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.</p>	<p>Confidential shredding and/or secure deletion of electronic records</p>
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		be commenced towards the end of the limitation period.		
Garda Vetting Disclosure	1 year after vetting is cleared	The DPC state that vetting disclosures should be routinely deleted, such as 1 year after they are received, unless the relevant organisation has a compatible lawful purpose for retaining the information.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Garda Vetting Supporting Documentation	Duration of employment	To enable the Garda National Vetting Bureau to carry out its functions and prevent the commission of an offence under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. It is also to enable regulatory bodies view vetting disclosures/documentation where required as part of their statutory functions.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible. Follow advice of the Garda National Vetting Bureau in relation to retention of vetting documentation. Relevant legislation is to be updated and will affect retention requirements.	Confidential shredding and/or secure deletion of electronic records

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Employment Permits/Visas	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 27 of the Employment Permits Act 2006 and Section 27 of the Employment Permits Act (Amendment) Act 2014 state NCI must retain permit records for 5 years or where the non-EEA national remains in employment for longer than 5 years, for the duration of an employee's contract.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Evidence of qualifications	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Employee certification/training data	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Occupational health report	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Probation forms/review	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Salary rates and increments	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p> <p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Promotions	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Calculations, appointment, pay awards, pay increments, and pay scales (H.R)	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p> <p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Termination notices	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 4 of the Minimum Notice and Terms of Employment Act 1973 outlines the minimum periods of notice an employer must provide if an employee's contract is to be terminated.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Leave records				
Annual Leave Records	Hold for 7 years after the last pension payment or 7 years after employment ceases.	The Organisation of Working Time Act 1997 requires that employers retain records of holidays, public holidays, special leave, rest breaks, daily start and finish times, and the sick leave of each employee.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Sick Leave Records	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period. Claims may concern personal injury, health and safety, and breaches of contract.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Sick leave certificates	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period. Claims may concern personal injury, health and safety, and breaches of contract.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Parental Leave and Force Majeure Leave	Hold for 8 years after the end of the tax year in which the paternity or parental period ends or 7 years after employment ceases, whichever is longer.	<p>Section 27 of the Parental Leave Act 1998 requires that records concerning parental leave and force majeure are to be kept for a period of 8 years.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Paternity Leave	Hold for 8 years after the end of the tax year in which the paternity or parental period ends or 7 years after employment ceases, whichever is longer.	<p>Section 17 of the Paternity Leave and Benefit Act requires records to be retained for a period of 8 years.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Maternity and Adoptive Leave	8 years after the end of the tax year in which the paternity or parental period ends or 7 years after employment ceases, whichever is longer.	<p>Related leave legislation sets the retention period of 8 years.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Carer's Leave	8 years after the end of the tax year in which the paternity or parental period ends or 7 years after employment ceases, whichever is longer.	<p>Section 31 of the Carer's Leave Act 2001 states that records related to Carer's leave are to be kept for a period of 8 years.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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General employee leave/absence records	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>The Organisation of Working Time Act 1997 requires that employers retain records of holidays, public holidays, special leave, rest breaks, daily start and finish times, and the sick leave of each employee.</p> <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Sabbatical, secondment, and career break	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>The Organisation of Working Time Act 1997 requires that employers retain records of holidays, public holidays, special leave, rest breaks, daily start and finish times, and the sick leave of each employee.</p> <p>The 7 year period is to account for leave that may affect tax and pension payments.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Bereavement leave	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>The Organisation of Working Time Act 1997 requires that employers retain records of holidays, public holidays, special leave, rest breaks, daily start and finish times, and the sick leave of each employee</p> <p>Certain forms of leave may affect tax and pension payments.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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<i>Disciplinary and grievance records</i>				
Employee disciplinary and grievance records	Held in line with policy expiration dates as the nature of cases may vary. Generally, the majority of cases are held on file for 12 months. However, major cases (including legal cases) may be retained permanently.	<p>There are nine grounds in Employment Equality legislation that allow an employee to refer a case to the Equality Tribunal for investigation. This must be done within 6 months of the alleged act of discrimination but may be extended up to 12 months by the Director of the Workplace Relations Commission.</p> <p>Where permanent, this is because a record is required to reflect changes in College policy or for legal purposes.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records If retained: archive
<i>Superannuation and retirement records</i>				

Data Type	Business Retention Period	Justification	Guidance	Expiry Action
Superannuation and retirement records	Hold for 7 years after last pension payment	<p>Section 59 of the Pensions Act 1990 requires proper financial records to be kept by trustees of pension schemes.</p> <p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year.</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
<i>Trade Union and State Body recommendations</i>				
Trade Union policies	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive
Communication, consultation, and negotiations with trade unions	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive

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Agreements with Trade Unions	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive
Correspondence and recommendations from bodies such as the Labour Court, Labour Relations Committee, Workplace Relations Commission, Employment Appeals Tribunal, etc.	Permanent	Part of the College record	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Archive
General Records				
Employee medical reports/certificates and documentation concerning work related illness	Hold for 7 years after the last pension payment or 7 years after employment ceases.	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Employee records and statements of average hourly earnings	Hold for 7 years after the last pension payment or 7 years after employment ceases.	<p>Section 22 of the National Minimum Wage Act requires a company to maintain records and statements of average hourly earnings of employees.</p> <p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Employee health and safety records	10 years	Section 60 of the Safety and Welfare at Work (General Applications) Regulations 1993 states health and safety records have to be kept for 10 years from the date of an accident	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Collective Redundancy Files	Hold for 7 years after the last pension payment	<p>Section 59 of the Pensions Act 1990 requires proper financial records to be kept by trustees of pension schemes.</p> <p>Section 285 of the Companies Act 2014 states that accounting records are to be kept for at least 6 years after the end of the financial year</p> <p>Section 886 of the Taxes Consolidation Act 1997 states records are to be kept for a minimum of 6 years after the completion of the transactions, acts, or operations to which they relate.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Remuneration and rewards	Hold for 7 years after the last pension payment	<p>Required for pay agreements</p> <p>Section 59 of the Pensions Act 1990 requires proper financial records to be kept by trustees of pension schemes</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Contracts for services	Hold for duration of the contract plus 7 years	Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The 7 year period allows for claims which may be commenced towards the end of the limitation period.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Induction programmes	Superseded by most current version	Previous programmes no longer required.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Destroy
HR policies, procedures, and guidelines	Superseded by most current version	Previous versions no longer required	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Destroy
Personal details	Hold for 7 years after last pension payment or 7 years after employment ceases.	<p>Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations 2001 S.I. 473/2001 requires an employer to collect information such as the name and address of an employee, their Revenue and PPS Number.</p> <p>PAYE Regulation 8 requires an employer to maintain a register of employees which contains information such as: name, address, PPS number, the date of commencement of each employee, the date of cessation of employment of each employee.</p>	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records

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Staff cards showing photo and staff number	Duration of employment plus 6 months after employment ceases.	Required for duration of contract.	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records
Core Staff Profiles				
Records and data held within staff profiles of Core HR system (includes e.g. includes staff on permanent health insurance)	Hold for 7 years after the last relevant payment or 7 years after employment ceases.	Required for managing employee relationship with the College	Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible.	Confidential shredding and/or secure deletion of electronic records