

South East Technological University  
Data Inventory & Records Retention Schedule



Recital 39 of the GDPR states that the period for which the personal data is stored should be limited to a strict minimum and that time limits should be established by the data controller for deletion of the records (referred to as erasure in the GDPR) or for a periodic review.

**Disclaimer:** The suggested retention periods in this document are provided as general guidelines only. Although we make every effort to ensure the accuracy of this information, the South East Technological University is not responsible for misinterpretations, errors or omission. Nor are we responsible for its applicability to a specific situation. The University records retention schedule is updated on an annual basis and if required will be updated as new records or changes to retention periods arise.

**NOTE:** In the case of litigation, the SETU reserves the right to retain relevant records past the listed retention period.

Department/Faculty	RECORD	RETENTION PERIOD	Classification	Data Owner	Note
Academic Faculty	Green & White Sheets/Emarks Sheets	Minimum 3 years except in the case of litigation and/or extenuating circumstances	Internal Use Only	Head of Faculty	
Academic Faculty	Exam Question Papers	5 years from exam board	Internal Use Only	Head of Faculty	
Academic Faculty	Exam and CA samples for external examiners	Minimum 6 months after exam board except where appeal or disciplinary process is ongoing. In the case of programmes falling under professional or regulatory body approval, student material may be retained up to next date of panel visit.	Internal Use Only	Head of Faculty	
Academic Faculty	Placement Records - student CV/s, minutes of meetings, employer feedback, learning agreements, declaration forms, absence certs. Plus Fitness to Practice Records	Minimum 6 months after exam board except where appeal or disciplinary process is ongoing. In the case of programmes falling under professional or regulatory body approval, student material may be retained for up to 3 years following the students completion of the course.	Confidential	Head of Faculty	
Academic Faculty	Student References	6 Months from date of issue	Confidential	Head of Faculty	
Academic Faculty	Faculty level Research Ethics Records	Regional Development Fund (ERDF) 2000-2006. (HEA PRTL Cycles 1-3) 15. Years European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4- 5) 15 Years. ESF Third Level Access Measure 2000-2006 15 Years ESF Third Level Access Measure 2007-2013 15 Years	Confidential	Head of Faculty	
Academic Faculty	Student Attendance Lists	6 months after exam board except where appeal or disciplinary process is ongoing. In the case of programmes falling under professional or regulatory body approval, student material may be retained longer.	Confidential	Head of Faculty	
Academic Faculty	Student Correspondence	6 months or until issue is resolved or longer in case of litigation.		Head of Faculty	
Academic Faculty	Student Recognised Prior Learning (RPL) documentation	13 months from receipt of form	Internal Use Only	Head of Faculty	
Academic Faculty	Timetables (Student & Staff)	1 year	Public	Head of Faculty	
Academic Faculty	Minutes of meetings (E.g. management, course boards, special purpose committees).	5 years	Internal Use Only	Head of Faculty	
Academic Faculty	Correspondence, documentation and reports from professional bodies pertaining directly to the faculty.	5 years	Internal Use Only	Head of Faculty	
Academic Faculty	Part-time teaching claim forms	1 year	Internal Use Only	Head of Faculty	
Access Office	1916 Bursary - applications from 2018 - 2022. 2023 onwards records held by SUSI.	In line with HEA retention requirements	Confidential	Head of Student Support Services	All Campuses
Access Office	Office Programmes/Initiatives. CAP, REACH, VEX	4 Years after completion - processing data, payment sheets, application process, personal details, mentor notes	Confidential	Head of Student Support Services	All Campuses
Access Office	Laptop Loan Scheme - personal and financial details	In line with ESF/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
Access Office	Easter Revision Programme, Sixth Year Library Programme, Learning for life, Brighter futures, Zoho data base, <b>Details on minors.</b>	10 years Longitudinal Study - (DPO said a Data Sharing Processing Agreement with Community Partners needs to be established- they are the controllers of this information.	Confidential	Head of Student Support Services	All Campuses

Access Office	HEAR - personal Info held on spreadsheets, name, student no, exam results.	In line with ESF/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
Accounting and Finance Records	Fixed asset register	Details of fixed assets should be held for the life of the asset, and in line with all Finance records – ESF / ERDF limits.	Internal use only	Finance Manager	Note: ESF / ERDF limits exceed the years reflected. We are obliged to retain records in line with these requirements where they exceed the retention periods noted.
Accounting and Finance Records	Fixed asset forms	6 years	Internal use only	Finance Manager	
Accounting and Finance Records	Fixed asset copy invoices re NCE/EQ No.	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Records documenting the conduct and results of financial audits, and action taken	6 years after the end of the financial year containing the latest date to which the record, information or return relates.	Internal Use Only	Finance Manager	
Accounting and Finance Records	Records documenting the receipt and payment of purchase invoices	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal Use Only	Finance Manager	
Accounting and Finance Records	Records documenting the issue of sales invoices, student tuition and fee income, state grant income and the processing of incoming payments (where relevant)	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Records of opening, closing & routine administering of bank accounts	15 years	Confidential	Finance Manager	
Accounting and Finance Records	Records of standing orders, direct debits	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Finance Manager	
Accounting and Finance Records	Records of routine bank account, deposits, withdrawals, transfers (paying-in slips, transfer instructions, bank statements etc.)	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal Use Only	Finance Manager	
Accounting and Finance Records	Records documenting the preparation and filing of tax returns	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	VAT Records	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Assessment of Tax liabilities	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Pay Scales	Update as per DOES advice	Public	Finance Manager	
Accounting and Finance Records	Timesheets	7 years after employment ceases or 7 years from the financial year-end in which payments were made, whichever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Copy payslips	7 years after employment ceases or 7 years from the financial year-end in which payments were made, whichever is longer	Confidential	Finance Manager	
Accounting and Finance Records	Invigilator Pay Claim	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal Use Only	Finance Manager	
Accounting and Finance Records	Payroll and salary records (weekly, monthly and part-time staff)	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Finance Manager	
Accounting and Finance Records	Employee bank details	While employment continues and up to six months after employment ends	Confidential	Finance Manager	
Accounting and Finance Records	Records of staff expenses	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	Payroll instructions from HR	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	
Accounting and Finance Records	P30s - monthly return to Revenue Commissioners.	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential (holds details as per payslip)	Finance Manager	
Accounting and Finance Records	P35s and P60s	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Finance Manager	
Accounting and Finance Records	Deduction forms, returns and reports on non-statutory deductions from wages and salaries including lists of amounts paid over to third parties i.e. VHI, Unions, AVCs etc.	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Finance Manager	
Accounting and Finance Records	Returns and reports to Revenue, HEA and other external bodies such as Office of Government Procurement, Financial Returns, Withholding Tax, RCT (Relevant Contracts Tax ), etc.	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal use only	Finance Manager	

Accounting and Finance Records	SAF (Student Assistance Fund) payments	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Finance Manager	
Assessment and Examination Records	Exam Breach Record	Duration of course + 1 Year or longer in case of litigation	Confidential	Academic Administration Manager	
Assessment and Examination Records	Examination Attendance Registers	2 years	Internal Use Only	Academic Administration Manager	
Assessment and Examination Records	Repeat Exam Application records	13 months	Internal Use Only	Academic Administration Manager	
Assessment and Examination Records	Examination Scripts & Continuous Assessments	6 months after exam board except where appeal or disciplinary process is ongoing. In the case of programmes falling under professional or regulatory body approval, student material may be retained longer.	Internal Use Only	Academic Administration Manager	
Assessment and Examination Records	Examination Appeals Documents	2 years after the appeal, or whenever the student ceases to be a student, whichever is longer	Confidential	Academic Administration Manager	
Assessment and Examination Records	Conferring Records	Permanently	Internal Use Only	Academic Administration Manager	
Assessment and Examination Records	Requests for Transcripts/Parchments	6 months from completion of task	Internal Use Only	Academic Administration Manager	
Assessment and Examination Records	Examination Results - Broadsheets	Permanently	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Assessment and Examination Records	Module Grade Records – Green & White Sheets	Duration of course plus 1 Year	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Assessment and Examination Records	Official Signed Broadsheets	Permanently	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Buildings & Estates Records	Physical Planning Records	7 years	Public (if lodged with statutory planning authority)	Capital Projects Manager	
Buildings & Estates Records	Capital Works Expressions of Interest	2 Years	Internal Use Only	Capital Projects Manager	
Buildings & Estates Records	Capital Works Tenders Submitted	3 Years or duration of contract, or longer if necessary	Public (if awarded by statutory body)	Capital Projects Manager	
Buildings & Estates Records	Capital Works Tender File Successful Candidate	Indefinitely	Public (if awarded by statutory body)	Capital Projects Manager	
Buildings & Estates Records	Minor Works Expressions of Interest	2 Years	Internal Use Only	Estates Manager	
Buildings & Estates Records	Minor Works Actual Tenders Submitted	3 Years or duration of contract, or longer if necessary	Confidential	Estates Manager	
Buildings & Estates Records	Minor Works Tender File	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital (Goods and Services) Tenders Expressions of Interest	2 Years	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital Tenders Submitted	3 Years	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital Tender File	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Estates Manager	
Buildings & Estates Records	Contract Safety Files	Indefinitely	Internal Use Only	Estates Manager	
Buildings & Estates Records	Planning permission grants and associated applications and Appeals, all relevant associated correspondence and documents	Indefinitely	Internal Use Only	Estates Manager	
Buildings & Estates Records	Contract Documents and conditions of agreement	Indefinitely	Confidential	Estates Manager	
Buildings & Estates Records	Contractor safety documentation, permit to work docs	Indefinitely	Internal Use Only	Estates Manager	
Buildings & Estates Records	Property – Campus Plan & Land Maps	Indefinitely	Internal Use Only	Estates Manager	
Buildings & Estates Records	Fire Certificates	Until superseded	Public	Estates Manager	
Buildings & Estates Records	Inspection Records	7 years from date of inspection	Internal Use Only	Estates Manager	
Buildings & Estates Records	Minor Works Actual Tenders Submitted	3 Years or duration of contract, or longer if necessary	Confidential	Estates Manager	

Buildings & Estates Records	Minor Works Tender File including: Tender documentation, tender reports, minutes of site meetings, contract correspondence	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital (Goods and Services) Tenders Expressions of Interest	2 Years	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital Tenders Submitted	3 Years	Confidential	Estates Manager	
Buildings & Estates Records	Non-Capital Tender File	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Confidential	Estates Manager	
Buildings & Estates Records	Contract Documents and conditions of agreement	Indefinitely	Confidential/Internal use only	Estates Manager	
Buildings & Estates Records	Tender documents	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal Use Only	Estates Manager	
Buildings & Estates Records	Contracts for works	12 years	Internal Use Only	Estates Manager	
Buildings & Estates Records	Contracts for services	7 years post completion of the contract	Internal Use Only	Estates Manager	
Buildings & Estates Records	Commercial contracts	7 years	Internal Use Only	Estates Manager	
Buildings & Estates Records	Unsuccessful tender	Current Year plus 2	Internal Use Only	Estates Manager	
Buildings & Estates Records	Tender Evaluation Report	7 Years	Internal Use Only	Estates Manager	
Buildings & Estates Records	Contract documentation	For the duration of the ownership of the property and potentially indefinitely thereafter, to transfer with the ownership	Internal Use Only	Estates Manager	Waterford Campus
Buildings & Estates Records	CCTV Recordings	30 days unless requested for investigation	Confidential/Internal use only	Estates Manager	
Careers Development Centre	Graduates' personal information Including name, address, date of birth, places of employment, type of employment, etc.	10 years	Confidential	Head of Student Support Services	All Campuses
Careers Development Centre	Employment database – list of employers who contact the Careers Service with job opportunities for graduates	Yearly update, retain until employer revokes consent to remain on the list.	Internal Use Only	Head of Student Support Services	All Campuses
Careers Development Centre	Careers Centre Surveys results	2 years	Internal Use Only	Head of Student Support Services	All Campuses
Careers Development Centre	All Student & graduate Engagement Activities & back up documentation	2 years	Internal Use Only	Head of Student Support Services	All Campuses
Centre for Organisational Research, Data and Analysis (CORDA)	Reports and/or dashboards on student numbers, graduate numbers, staffing, financial information, research expenditure, key performance indicators (KPIs), CAO metrics, resource usage, feeder schools, grade inflation in honours undergraduate degrees, non-progression rates, Graduate Outcome Survey results, StudentSurvey.ie results, HEA Equal Access Survey results, and other metrics.	Final published reports/dashboards - indefinitely. Supporting documentation and underlying data 10 Years	Internal Use / Reports to the HEA / Published public data on the SETU website and in annual reports, the Strategic Plan and other reports	Vice President Strategy	
Centre for Technology Enhanced Learning (CTEL)	Module Record Data	Module record data is stored for a maximum of 4 years. In any 4 year period the VLE stores the current academic year and 2 previous academic years with the oldest year (4th) removed in the second semester of the current academic year.	Confidential	Vice President Student Experience	data pertaining to student participation within academic modules contained within the VLE e.g. assignment upload, quiz attempt, attendance taken, grades received. Data resides as part of the module taken by a student. Data also pertains to learning material or assessments prepared by lecturer or lecturers assigned to a module and delivered as part of the module curriculum.
Centre for Technology Enhanced Learning (CTEL)	Student Record Data	Student record data is stored for the duration of study and will be removed between 1 month after graduation and the end of the academic year the student graduated in.	Confidential	Vice President Student Experience	Student record data - data pertaining to students as they are represented within the VLE e.g. name, student number, email address, photo.
Centre for Technology Enhanced Learning (CTEL)	Staff Record Data	Staff record data is stored for the duration of the staff members contract with the university.	Confidential	Vice President Student Experience	Staff record data - data pertaining to a staff member as they are represented within the VLE e.g. name, id number, email address, photo.

Centre for Technology Enhanced Learning (CTEL)	Third Party Integrations: Student Data	1 year	Confidential	Vice President Student Experience	3rd party integrations with VLE (student data) - both data pertaining to a student as they are represented on services integrated into the VLE and data produced by a student while interacting with services integrated into the VLE. 3rd party integrations include Turnitin, Vevox, Zoom, Panopto.
Centre for Technology Enhanced Learning (CTEL)	Third Party Integrations: Staff Data	Staff record data is stored for the duration of the staff members contract with the university.	Confidential	Vice President Student Experience	3rd party integrations with VLE (staff data) - both data pertaining to a staff member as they are represented on services integrated into the VLE and data produced by a staff member while interacting with services integrated into the VLE. 3rd party integrations include Turnitin, Vevox, Zoom, Panopto.
Centre for Technology Enhanced Learning (CTEL)	Helpdesk	1 year	Confidential	Vice President Student Experience	Helpdesk system for managing support requests relating to aspects of the VLE from students and staff members of the university. Stores basic data about a user; email address, name. Also stores any email correspondence between CTEL representatives and staff or student relating to ongoing or resolved support queries.
Centre for Technology Enhanced Learning (CTEL)	Continuing Professional Development (CPD) Portal	Staff record data is stored for the duration of the staff members contract with the university.	Confidential	Vice President Student Experience	Continuing Professional Development (CPD) portal that manages advertisement of CPD opportunities and registrations to attend by staff members. Stores basic data about a user; email, name. Also stores any CPD events attended by a staff member.
Chaplaincy Service	The Urgent Needs Fund	Duration of the student course	Internal Use Only	Head of Student Support Services	All Campuses
Chaplaincy Service	SETU Reward Initiatives	Deleted when completed	Internal Use Only	Head of Student Support Services	All Campuses
Chaplaincy Service	SETU Volunteer Award - Recipient details and award details	5 years	Internal Use Only	Head of Student Support Services	All Campuses
Chaplaincy Service	SETU Volunteer Award - portfolio	Deleted when Volunteer Award completed	Internal Use Only	Head of Student Support Services	Carlow & Wexford
Chaplaincy Service	External Organisation/Personal contact details	Updated on ongoing basis	Internal Use Only	Head of Student Support Services	Carlow & Wexford
Chaplaincy Service	Individual Student Case notes	5 Years	Confidential	Head of Student Support Services	All Campuses
Chaplaincy Service	Society Leader details - email address, phone numbers	3 years	Internal Use only	Head of Student Support Services	All Campuses
Counselling Service	Financial statistics	In line with HEA retention requirements	Internal Use Only	Head of Student Support Services	All Campuses
Counselling Service	Records on funding from the HEA	In line with HEA retention requirements	Internal Use Only	Head of Student Support Services	All Campuses
Counselling Service	Speak Out. Anonymised data including age, gender, reference to personal experience of bullying, harassment, abuse, etc.	In line with the data processing agreement with service provider and HEIs - records will be retained as long as necessary to fulfil the aims of the speakout project	Confidential	Head of Student Support Services	All Campuses
Counselling Service	Case notes, assessment reports, recommendations, and records of mandatory reports. Records in both paper and digital form.	7 Years, except in the case of litigation.	Confidential	Head of Student Support Services - WD Service Provider - CW/WX	All Campuses
Counselling Service	Electronic appointments booking record	7 Years, except in the case of litigation.	Confidential	Head of Student Support Services - WD Service Provider - CW/WX	All Campuses

<b>Counselling Service</b>	Record of mental health consultations with, from, or about a student outside of contracted counselling appointment. (To include but not limited to; telephone, email, letter).	7 Years, except in the case of litigation.	Confidential	Head of Student Support Services - WD Service Provider - CW/WX	All Campuses
<b>Counselling Service</b>	Together all. Anonymised data including but not limited to age, gender, and mental health wellbeing.	8 years from when account is closed	Confidential	Head of Student Support Services	All Campuses
<b>Data Protection (DP) Records</b>	Privacy Notices	Updated on ongoing basis	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	DP Breach records	6 years	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	DP Breach Log	6 years	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	DP Training Records	Indefinitely	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	Data Processor Agreements/Data Sharing Agreements	Duration of agreement plus 1 year	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	Records of Processing Activities	Updated on ongoing basis	Internal Use Only	Vice President Governance/University Secretary	
<b>Data Protection (DP) Records</b>	Data Protection Impact Assessments (DPIAs)	7 years	Internal Use Only	Vice President Governance/University Secretary	
<b>Disability Service</b>	Statistics on students with disabilities	12 years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Disability Service</b>	Confidential information on students with disabilities who are eligible under FSD criteria for example ( but not limited to), evidence of disability, DARE application/ documents, needs assessments/reasonable accommodations, students case notes/file, emails, assistive technology devices supports and assessments, Cognito forms.	In line with FSD/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
<b>Disability Service</b>	Confidential information on students with disabilities who are ineligible under FSD criteria ( but not limited to), evidence of disability, DARE application/ documents, needs assessments/reasonable accommodations, students case notes/file, emails, assistive technology devices supports (freeware) assessments, Cognito forms, international and Erasmus exchange students.	In line with FSD/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
<b>Disability Service</b>	Financial statistics	12 years	Internal Use Only	Head of Student Support Services	All
<b>Disability Service</b>	Invoices in relation to any FSD funded activities, for example but not limited to PA's, Taxis, Note-takers, Grinds, Learning Support, AT software and hardware	In line with FSD/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All
<b>Disability Service</b>	External service providers, for example but not limited to , KITE, NLN, IWA, NCBI, specialisterne, pre-entry documentation	FSD Funding 8 Years after funding period ends	Confidential	Head of Student Support Services	All Campuses
<b>Disability Service</b>	Records on funding from the HEA and FSD guidelines	In line with FSD/HEA retention requirements	Internal Use Only	Head of Student Support Services	All Campuses
<b>Enterprise &amp; Innovation</b>	Enterprise centre and incubation centre client lease agreements and records	Duration of contract plus 10 year	Internal Use Only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
<b>Enterprise &amp; Innovation</b>	Secondary School Student programmes	6 months	Internal Use Only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
<b>Enterprise &amp; Innovation</b>	Minutes of Incubation Centre Advisory Board meetings	Indefinitely	Internal Use Only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support

Equality Diversity & Inclusion	EDI Training Records	5 Years	Internal Use Only	Vice President Equality, Diversity & Inclusion	
Equality Diversity & Inclusion	EDI Strategy & Action Plans	Indefinitely	Public	Vice President Equality, Diversity & Inclusion	
Equality Diversity & Inclusion	EDI Annual Reports	Indefinitely	Public	Vice President Equality, Diversity & Inclusion	
Equality Diversity & Inclusion	Committee and Working Group Minutes	Indefinitely	Internal Use	Vice President Equality, Diversity & Inclusion	
Erasmus+	Incoming staff files	2 years post completion of engagement with SETU		Vice President Global Partnerships	
Erasmus+	Outgoing staff files	7 years post		Vice President Global Partnerships	
Erasmus+	Partner inter-institutional agreements	7 years post		Vice President Global Partnerships	
Erasmus+	Ukrainian stipend	7 years post		Vice President Global Partnerships	
Erasmus+	International Day	2 years post completion of engagement with SETU		Vice President Global Partnerships	
Erasmus+	Outgoing student files	7 years post		Vice President Global Partnerships	
EU Agents	Agent agreements	2 years post completion of engagement with SETU		Vice President Global Partnerships	
EU Agents	Commission invoices	2 years post completion of engagement with SETU		Vice President Global Partnerships	
EU Fee-Paying	Partner agreements	2 years post completion of engagement with SETU		Vice President Global Partnerships	
Garda Vetting Process	Vetting Records for staff	3 years	Confidential	HR Manager	
Global Partnerships	Minutes of Management Meetings from September 2022	Indefinitely	Internal Use Only	Vice President Global Partnerships	Newly established office following merger in 2022
Global Partnerships	Minutes and reports on working groups, committees or task groups chaired by the Vice President for Global Partnerships for strategic planning and/or project implementation purposes.	For the duration of the associated strategic plans or for project implementation	Internal Use Only	Vice President Global Partnerships	
Global Partnerships	New policies and procedures developed for SETU Global post-merger.	Retain until superseded	Internal Use Only/Public	Vice President Global Partnerships	Commercially sensitive information kept for internal use only. Most elements published on SETU website
Global Partnerships	European institutional-wide applications and outcomes e.g., SETU ECHE, SETU EUA.	Indefinitely	Applications internal use/outcomes Public	Vice President Global Partnerships	
Global Partnerships	Erasmus+ applications and reports submitted for approval to the office since September 2022.	Indefinitely	Internal Use Only	Vice President Global Partnerships	
Global Partnerships	Partnership Agreements submitted for approval since September 2022	The duration of the agreement	Confidential	Vice President Global Partnerships	Newly established office following merger in 2022. No legacy records in place in this functional area other than those held in the international offices. University-wide digital repository currently being implemented.
Global Partnerships	Correspondence/Details on visits from IDA/External Universities/Bodies/Dignitaries to SETU facilitated by GP	For the duration of association with body	Confidential	Vice President Global Partnerships	
Governance Records	University Parent Safety Statement	Indefinitely	Internal Use Only	Vice President Governance/University Secretary	
Governance Records	Governing Body & Subcommittees – Agenda & Minutes	Indefinitely	Public	President	
Governance Records	Governing Body – other records	Indefinitely	Confidential	President	
Governance Records	Strategic Plans	Indefinitely	Public	President	
Governance Records	Minutes of Executive and Management meetings	Indefinitely	Confidential	President	

<b>Governance Records</b>	Records documenting the preparation of statutory accounts	6 years after the end of the financial year containing the latest date to which the record, information or return relates.	Internal use only	Vice President Finance/Financial Controller	Runs from end of financial year
<b>Governance Records</b>	Annual Financial Statements	6 years after the end of the financial year containing the latest date to which the record, information or return relates.	Public	Vice President Finance/Financial Controller	
<b>Governance Records</b>	Audit files as prepared for the Comptroller and Auditor General	6 years after the end of the financial year containing the latest date to which the record, information or return relates.	Internal use only	Vice President Finance/Financial Controller	
<b>Governance Records</b>	Budget reports	Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Public	Vice President Finance/Financial Controller	
<b>Governance Records</b>	Governing Body and subcommittees - minutes and other records	Indefinitely	Internal use only	Vice President Governance/University Secretary	
<b>Governance Records</b>	Members of Governing Body Letters of appointment/contract	7 years from date of expiry or termination of appointment/contract	Confidential	Vice President Governance/University Secretary	
<b>Governance Records</b>	Annual Governance Statement & Statement of Internal Controls	Indefinitely	Public	Vice President Governance/University Secretary	
<b>Governance Records</b>	Ethics in Public Office records	15 years	Internal Use Only	Vice President Governance/University Secretary	
<b>Governance Records</b>	SETU Risk Register	3 years after superseded	Internal use only	Vice President Governance/University Secretary	
<b>Governance Records</b>	Internal audit reports	Indefinitely in original form until all recommendations contained in the internal audit report are implemented or 6 years after the date of approval by ARC of the internal audit report, whichever is later	Confidential	Vice President Governance/University Secretary	
<b>Governance Records</b>	Conflict of Interest records	7 years	Internal use only	Vice President Governance/University Secretary	
<b>Governance Records</b>	SETU Policies and Procedures	Statute of Liability or 7 years after policy superseded	Public	Vice President Governance/University Secretary	
<b>Governance Records</b>	Minutes of Academic Council, Subcommittees and Working Groups	Indefinitely	Internal use only	Vice President Academic Affairs, Teaching & Learning	
<b>Governance Records</b>	Academic Programmes: Order in Council	Indefinitely	Public	Vice President Academic Affairs, Teaching & Learning	
<b>Governance Records</b>	Academic Council general records	Duration of Council plus 3 years	Internal use only	Vice President Academic Affairs, Teaching & Learning	
<b>Governance Records</b>	Academic Council Elections	6 months after the duration of the Council	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
<b>Governance Records</b>	Academic Regulations	Indefinitely	Public	Vice President Academic Affairs, Teaching & Learning	
<b>Health &amp; Safety</b>	Risk Assessments Records	7 years after superseded or after activity ceases, whichever relevant.	Internal Use Only	All Managers	
<b>Health &amp; Safety</b>	Safety committee meeting minutes	Indefinitely	Internal Use Only	Capital Projects Manager	
<b>Health &amp; Safety</b>	Fire Drill Records	7 years	Internal Use Only	Capital Projects Manager	Shared with Estates Office, Safety Representatives & H&S Committees
<b>Health &amp; Safety</b>	Pregnancy risk assessment records - Staff	Retain on personnel file for duration of employment	Internal Use Only	Capital Projects Manager	Shared with HR Manager, Head of Department



Health & Safety	Pregnancy risk assessment records - Students	Retain for duration of student course of study	Internal Use Only	Capital Projects Manager	Shared with Head of Department
Health & Safety	VDU Risk Assessments	Retain on personnel file for duration of employment	Internal Use Only	Capital Projects Manager	Shared with Head of Department
Health & Safety	H & S Training Records	Records Retain on personnel file for duration of employment	Internal Use Only	Capital Projects Manager	Shared with individual
Health & Safety	Occupational Health Reports, (including Consultant/Physician's reports) relating to SETU Staff	Retain on personnel file for duration of employment longer if there is litigation case.	Confidential	HR Manager	Shared with H&S Office as required
Health & Safety	Occupational Health Reports, (including Consultant/Physician's reports) – relating to SETU Students	Duration of programme of study, longer if there is litigation case.	Confidential	Capital Projects Manager	Shared with Head of Department
Health & Safety	Staff Ergonomic Reports	Duration of Employment	Internal Use Only	Capital Projects Manager	Shared with Head of Department
Health & Safety	Accident Reports, investigation reports, notes and corrective actions involving adults	Min requirement is 10 years. Held longer in the event of litigation	Confidential/ Internal Use Only	Capital Projects Manager	
Health & Safety	Accident Reports, investigation reports, notes and corrective actions involving minors	25 years from date of birth of child, indefinite in the event of litigation	Confidential/ Internal Use Only	Capital Projects Manager	
Health & Safety	Records of dangerous occurrences and outbreaks of notifiable diseases on the University's premises	10 years, indefinite in the event of litigation	Confidential/ Internal Use Only	Capital Projects Manager	
Health & Safety	CCTV Incident Coverage as part of Incident report	Min requirement is 10 years. Held longer in the event of litigation	Internal use only	Estates Manager	
Health & Safety	Safety Audits	Kept indefinitely as they are updated	Internal Use Only	All Managers	
Health Centre/Medical Records	Homicide or 'Serious untoward Incident' records	30 Years	Confidential	Estates Manager	
Health Centre/Medical Records	Anonymised Stats/Reports	8 years	Public	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Bills/Invoices	8 years	Internal Use Only	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Equipment maintenance logs, records of service inspections	8 years	Internal Use Only	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Incident Report Forms	8 Years after last contact or Indefinite in the event of litigation	Internal Use Only	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Notifiable Diseases Book record	6 Years	Confidential	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Student Health Centre PPPG's (Policies, Procedures, Protocols, Guidelines)	8 years	Public	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Records of Destruction of Individual Healthcare records (case notes) and other health related records contained in this retention schedule (in manual or computer format)	Permanently	Internal Use Only	Head of Student Support Services	All Campuses
Health Centre/Medical Records	Patient Prescriptions	8 Years after last contact or Indefinite in the event of litigation	Confidential	Head of Student Support Services - CW Service Provider - WD/WX	All Campuses
Health Centre/Medical Records	General Patient (adult) Healthcare records	8 years after last contact or death, unless in the interest of the Data Subject to retain	Confidential	Head of Student Support Services - CW Service Provider - WD/WX	All Campuses
Human Resources Records	Staff Personnel Files	Duration of employment plus 7 years. Retain service records indefinitely for superannuation/pension purposes	Confidential	HR Manager	
Human Resources Records	Annual Leave Records	3 years	Internal use only	HR Manager	
Human Resources Records	Sick Leave Records	Duration of employment plus 7 years	Confidential/ Internal Use Only	HR Manager	
Human Resources Records	Protected Leave - unpaid. Maternity Leave, any kind of exceptional unpaid leave as this relates to pension records adjustments. Paid Maternity and Paternity leave, Parental leave, Carer's leave, Force Majeure 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	Internal use only	HR Manager	
Human Resources Records	Vacancy notification, Advert copies, Job descriptions	Indefinitely	Public	HR Manager	
Human Resources Records	Shortlisting Reports. Interview Report – panel recommendation & marking sheet.	Indefinitely	Internal use only/ Confidential	HR Manager	
Human Resources Records	Job applications and CVs – both internal and external candidates.	In some cases, a ranked panel of suitable applicants is retained for 1 year from the date of interview.	Internal use only	HR Manager	

Human Resources Records	Competition files	Retain for 1 year after competition is completed. Records relevant to applicants will be treated according to whether they were successful or unsuccessful as detailed below.	Internal use only	HR Manager	
Human Resources Records	Pre-employment references	Once probation has been successfully completed	Internal Use Only	HR Manager	
Human Resources Records	Candidates not qualified or shortlisted	18 months after notifying candidates	Internal Use Only	HR Manager	
Human Resources Records	Candidates shortlisted but not successful at interview or who are successful but do not accept offer	18 months after competition is completed	Internal Use Only	HR Manager	
Human Resources Records	Progression Board assessment report files	Duration of employment plus 7 years	Confidential	HR Manager	
Human Resources Records	Staff Pre-employment medical examinations.	2 years after appointment	Confidential	HR Manager	
Human Resources Records	Staff In-service medical examinations.	Duration of employment plus 7 years	Confidential	HR Manager	
Human Resources Records	Staff ID cards across the SETU showing photo and ID number	Retained by the individual staff member until cessation of employment.	Internal Use Only	HR Manager	
Human Resources Records	Staff Personal email addresses and personal telephone numbers, both landline and mobile	Retain indefinitely on staff record management system. Can be deleted 1 year after all pension related requirements have been satisfied.	Confidential	HR Manager	
Human Resources Records	Workplace Relations Commission ruling	7 years from date of ruling	Confidential (Generally, possibly Internal use only)	HR Manager	
Human Resources Records	Work permits/visa information	Information relating to the employment holder must be kept for a period of 5 years or if the non-EEA national remains in employment for longer than 5 years from the date of the permit, then for the duration of such employment.	Confidential/ Internal use only	HR Manager	
Human Resources Records	Staff Appraisal Records & Disciplinary Action	7 years after employment ceases	Confidential	HR Manager	
Human Resources Records	Disciplinary letters on employees file where agreement has been reached.	Duration of time period notified on the letter	Confidential	HR Manager	
Human Resources Records	Collective agreements, including past agreements that could affect present employees	Indefinitely	Public	HR Manager	
Human Resources Records	Records relating to collective redundancies (including records that would not necessarily form part of the employees' personnel file).	3 years from the date of the collective redundancies	Internal Use Only	HR Manager	
Human Resources Records	Industrial relations: minutes of meetings. Correspondence with local/national union reps., negotiations and agreements with employment, contractual and other implications i.e. flexi time; correspondence with the Department of Education & Skills (DOES), and the Technological Higher Education Association (THEA)	Permanently	Confidential/ Internal Use only	HR Manager	
Human Resources Records	HR Policies and Procedures	Permanently	Public	HR Manager	
Human Resources Records	Invigilator Application forms & CV's	7 years after employment ceases or 7 years from the financial year-end in which payments were made, whichever is longer.	Confidential/ Internal Use Only	HR Manager	
Information Request Records FOI	FOI Request Records (including OIC correspondence where applicable)	3 years	Confidential	Vice President Governance/University Secretary	
Information Request Records FOI	FOI Request Logs	3 years	Internal Use Only	Vice President Governance/University Secretary	
Information Request Records FOI	FOI Request Statistical Returns	3 years	Internal Use Only	Vice President Governance/University Secretary	
Information Request Records FOI	FOI Disclosure Log	3 years	Public	Vice President Governance/University Secretary	
Information Request Records FOI	Publication Scheme	Updated on ongoing basis	Public	Vice President Governance/University Secretary	
Information Request Records FOI	FOI Training Records	Indefinitely	Internal Use Only	Vice President Governance/University Secretary	
Insurance Records	Artwork Index	Indefinitely	Internal Use Only	Capital Projects Manager	

Insurance Records	Records documenting the arrangement and renewal of all insurance policies	7 years	Internal use only	Vice President Governance/University Secretary	
Insurance Records	Records documenting claims made under insurance policies	7 years from settlement, award or withdrawal of claim	Confidential/ Internal Use Only	Vice President Governance/University Secretary	
International Non-EU	Student Details	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Supporting application documents	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Student fees & payments info	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Student file	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Agent Agreements	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Commission Invoices	2 years post completion of engagement with SETU		Vice President Global Partnerships	
International Non-EU	Partner inter-institutional agreements	2 years post completion of engagement with SETU		Vice President Global Partnerships	
IT Records	Network Traffic Logs	6 months	Internal Use Only	IT Manager	
IT Records	Network Account Information on Active Directory (Students)	Duration of Study +1 month after graduation	Internal Use Only	IT Manager	
IT Records	Network Account Information on Active Directory(Staff). Network Account Information on Phone System	Within 1 year of staff member leaving	Internal Use Only	IT Manager	
IT Records	Phone system billing/call information	2 Years	Internal Use Only	IT Manager	
IT Records	General Physical Access Control System & Logs	6 months	Internal Use Only	IT Manager	
IT Records	ID Production (Students & Staff)	Duration of Study +1 Year	Internal Use Only	IT Manager	
IT Records	Network Account Information on Card Management System	Duration of Study +1 Year	Internal Use Only	IT Manager	
IT Records	Print Transaction Logs	1 academic year	Internal Use Only	IT Manager	
IT Records	VLE Records (e.g. Student/Staff & Module Information, Database & Logs)	4 years	Internal Use Only	IT Manager	
IT Records	Plagiarism Prevention	Duration of Study	Internal Use Only	IT Manager	
IT Records	Account Provisioning Application/Database. System holds ID number and last email address in case student registers again.	Duration of Study +1 Year	Internal Use Only	IT Manager	
IT Records	Help Desk Records	5 Years	Internal Use Only	IT Manager	
IT Records	Staff Email Account & Contents	Retention period should be applied based on the content of individual emails. Where possible data contained in emails should be transferred to or updated in the primary Information System (e.g. SRMS, HR system, etc.). Emails containing personal data should be erased when they are no longer needed.	Internal Use Only	IT Manager	
IT Records	Student Email Account & Contents	Retention period should be applied based on the content of individual emails. Where possible data contained in emails should be transferred to or updated in the primary Information System (e.g. SRMS, HR system, etc.) Emails containing personal data should be erased when they are no longer needed.	Internal Use Only	IT Manager	
IT Records	Email Logs – staff & students	3 months	Internal Use Only	IT Manager	
IT Records	Personal File Share/Doc Management Database Account & Contents	Staff: 1 Year after employment ceases Students: 1 month after graduation.	Internal Use Only	IT Manager	
IT Records	Departmental File Share/Doc Management Information	Systems to be reviewed by Data Owners on an annual basis to ensure adherence to retention schedule for all relevant documents.	Internal Use Only	IT Manager	
IT Records	Language Lab System	Staff: 1 Year after they leave Students: 1 Year after they leave	Internal Use Only	IT Manager	
IT Records	Timetabling Room Information Name, ID, Programme	5 years	Internal Use Only	IT Manager	

IT Records	Logs (e.g. web activity logs, wifi provider logs, VC system/video delivery/collaboration logs)	1 Academic Year	Internal Use Only	IT Manager	
IT Records	Wi-Fi Activity	1 Academic Year	Internal Use Only	IT Manager	
IT Records	Web Text Service	1 Academic Year	Internal Use Only	IT Manager	
IT Records	IT Equipment bookings records	1 Academic Year	Internal Use Only	IT Manager	
IT Records	Antivirus logs	6 months	Internal Use Only	IT Manager	
IT Records	Disaster Recovery Plan (incl. HW and SW Listing, Network Architecture Diagrams)	Indefinitely	Internal Use Only	IT Manager	
IT Records	Listing of Software/Software Licences	7 years	Internal Use Only	IT Manager	
IT Records	Vendor Information (Preferred IT Suppliers)	5 years	Internal Use Only	IT Manager	
IT Records	Tender Responses (IT)	7 years	Confidential	IT Manager	
IT Records	Tender Contracts	7 years	Confidential	IT Manager	
Legal Records	Agreements and contracts under seal (by deed)	13 years from the termination of obligations under the agreement (in order to be able to rely on the deed in legal proceedings based on the deed). We recommend that deeds be assessed on a case by case basis depending on the importance of the underlying agreement and potentially retained for much longer than 20 years or indefinitely if required.	Confidential - element may be subject to FOI	Vice President Governance/University Secretary	
Legal Records	Records documenting litigation between the SETU and third parties where legal precedents are set.	Indefinitely	Public where applicable	Vice President Governance/University Secretary	
Legal Records	Records documenting litigation between the SETU and third parties which do not set legal precedents.	Indefinitely	Confidential	Vice President Governance/University Secretary	
Legal Records	Records documenting legal advice requested by, and provided to, the Institution relating to e.g. :- 1. - interpretation of legislation affecting the SETU's legal framework, governance, responsibilities or operations; 2. - the SETU's relationships with government bodies	Indefinitely	Confidential	Vice President for Governance/University Secretary	
Legal Records	Records documenting the acquisition or disposal of ownership of properties.	For the duration of the ownership of the property and potentially indefinitely thereafter, depending on the circumstances	Internal use only	Vice President Governance/University Secretary	
Legal Records	Records documenting negotiations for properties where the property was not acquired.	7 years	Internal use only	Vice President Governance/University Secretary	
Legal Records	Deeds and certificates of title for properties owned by the company.	For the duration of the ownership of the property	Internal use only	Vice President Governance/University Secretary	
Legal Records	Other agreements and contracts including Memorandums of Understanding, Memorandums of Agreement, Articulations, etc.	7 years from termination of contract	Confidential - element may be subject to FOI	Vice President Governance/University Secretary	
Legal Records	Records documenting the provision of legal support and representation in dealing with claims which do not proceed to litigation or are settled by an agreement.	7 years after agreement reached	Confidential	Vice President Governance/University Secretary	
Legal Records	Records documenting the provision of legal support and representation in dealing with claims which do not proceed to litigation or are settled by an agreement.	7 years after agreement reached	Confidential	Vice President People, Culture & EDI	
Library Records	Student information to set up library accounts is transferred from the Banner database system	Duration of course plus 1 year.	Internal Use Only	Head of Library Services	
Library Records	Staff information to set up library accounts	Duration of staff contract.	Internal Use Only	Head of Library Services	
Library Records	Catalogue bibliographic records (book records)	Held as long as the item is held in the library	Internal Use Only	Head of Library Services	
Library Records	Financial Records	2 years in library. Originals in finance Retained in line with all Finance records – ESF / ERDF limits or 7 years which ever is longer	Internal Use Only	Head of Library Services	
Library Records	Borrowing Records	2 years following the cessation of the student on a course/the cessation of employment of a staff member	Internal Use Only	Head of Library Services	

Library Records	Electronic Publications	Updated on ongoing basis	Internal Use Only	Head of Library Services	
Library Records	Print subscriptions and electronic subscriptions to Journals	Updated on ongoing basis	Internal Use Only	Head of Library Services	
Library Records	Undergraduate dissertations (Theses), Post Graduate Theses, Theses research and Taught Masters	5 Years	Internal Use Only	Head of Library Services	
Marketing Department	Correspondence re: updates to SETU Website	12 months - records created through Cognito forms are the responsibility of the Department whom requested the form creation.	Internal Use	Vice President Academic Affairs, Teaching & Learning	
Marketing Department	CAO Applicant data	1 year	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Marketing Department	School Visits Records	5 years - updated annually	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Marketing Department	Website Records including photos & videos	Indefinitely - updated on a regular basis	Public	Vice President Academic Affairs, Teaching & Learning	
Marketing Department	Campus tour records	1 year	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Office of External Affairs	Contacts Database - database of companies, regional development agencies, community organisations, etc.	Yearly update, retain until company opts out of mailing list	Internal Use Only	Vice President External Affairs	
Office of External Affairs	Minutes of Working group meetings	5 years	Confidential	Vice President External Affairs	
Office of External Affairs	External Affairs lead Project documentation e.g. Research contracts, grant agreements, consortium agreements, correspondence and other administrative documentation & financial reporting, etc.	Retain for 5 years after project completes unless the grant agreement specifies otherwise.	Confidential	Vice President External Affairs	
Office of Registrar	Programmatic Review Documents	Indefinitely	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Office of Registrar	Annual Programme Review (APR) minor course amendment submissions & feedback	Indefinitely	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Office of Registrar	New Programme Development Working Documents	Indefinitely	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Office of Registrar	External Examiner Reports	Duration of course + 1 Year or longer in case of litigation	Internal use only	Vice President Academic Affairs, Teaching & Learning	
Office of Registrar	Student plagiarism records, disciplinary, complaints MAJOR	Duration of course + 1 Year or longer in case of litigation	Confidential	Vice President Academic Affairs, Teaching & Learning	
Office of Registrar	HEA Graduate Outcomes survey	Indefinitely for the overall HEA report results and HEA university online dashboard (not public dashboard) as no personal details included.	Internal Use Only	Vice President Academic Affairs, Teaching & Learning	
Ombudsman Records	Ombudsman Request Logs and investigations	7 years	Internal Use Only	Vice President Governance/University Secretary	
Pension/Superannuation Records	Pension plan and schemes and documents relating to pension schemes	In relation to individual member documents, 7 years after the death of the member and/or spouse/children/other beneficiary. In relation to general governing documents (e.g. Scheme Rules, etc.), indefinitely	Individual member: Confidential - Scheme rules: Public	HR Manager	
Pension/Superannuation Records	Superannuation – Certificates of Service and Benefit Statements	Retain pension's administration-related data for a period of 100 years or 7.5 years beyond the life of the last prospective beneficiary, whichever is greater	Confidential	HR Manager	
Protected Disclosure	Protected disclosure records	7 years after the completion of the investigation	Confidential	Vice President Governance/University Secretary	

Research Ethics	Research Ethics training records	Regional Development Fund (ERDF) 2000-2006. (HEA PRTL I Cycles 1-3) 15. Years European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4- 5) 15 Years. ESF Third Level Access Measure 2000-2006 15 Years ESF Third Level Access Measure 2007-2013 15 Years	Internal use only	Head of Graduate Studies	
Research Ethics	Research ethics applications	Regional Development Fund (ERDF) 2000-2006. (HEA PRTL I Cycles 1-3) 15. Years European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4- 5) 15 Years. ESF Third Level Access Measure 2000-2006 15 Years ESF Third Level Access Measure 2007-2013 15 Years	Internal use only	Vice President Research, Innovation and Impact	
Research Ethics	Research Ethics training records	Regional Development Fund (ERDF) 2000-2006. (HEA PRTL I Cycles 1-3) 15. Years European Regional Development Fund (ERDF) 2007-2013 (HEA Cycles 4- 5) 15 Years. ESF Third Level Access Measure 2000-2006 15 Years ESF Third Level Access Measure 2007-2013 15 Years	Internal use only	Vice President Research, Innovation and Impact	
Research Office	Records of staff expenses	15 years after employment ceases	Internal use only	Finance Manager	
Research Office	Research data and findings, technical reports, laboratory notebooks, statistical records, interview transcripts, evidence that publicity requirements have been respected, emails and other relevant project correspondence. Personal data is subject to the Data Protection Act 2018 & the General Data Protection Regulation. Researchers should undertake, at the earliest opportunity, to anonymise personal data held for the purposes of research	Retain within relevant School Research SETU/Centre/Group for 10 years from submission of final report; OR for the duration specified in the contract with funding provider, whichever is longer, or retain by student for 10 years post qualification	Confidential	Vice President Research, Innovation and Impact	
Research Office	Case files relating to allegations of research misconduct.	Retain for 6 years from closure of case or end of investigation.	Confidential	Vice President Governance/University Secretary	
Research Office	Research Strategy	Retain until superseded plus 10 years	Public	Vice President Research, Innovation and Impact	
Research Office	Research Annual Reports	Retain for 10 years to facilitate strategic planning	Public	Vice President Research, Innovation and Impact	
Research Office	Proposals/research funding applications and extension requests (E.g. form, applications, reports, minutes, emails, additional supplementary material, etc.):	Retain within relevant School Research SETU/Centre/Group for 10 years from submission of final report; OR for the duration specified in the contract with funding provider, whichever is longer	Internal use only	Vice President Research, Innovation and Impact	
Research Office	Records relating to unsuccessful applications	Retain within relevant Faculty Research Centre/Group for 10 years	Confidential	Vice President Research, Innovation and Impact	
Research Office	Research project administration e.g. Research contracts, grant agreements, consortium agreements, correspondence and other administration such as Payroll and travel, formal reviews, non- disclosure/confidentiality agreements etc	Retained within the Research Support Unit for 10 years from submission of final report; OR for the duration specified in the contract with funding provider, whichever is longer	Confidential	Vice President Research, Innovation and Impact	
Research Office	Research Institute/Centre/Group and self tasked researchers and general research reports for external bodies	Retained by RSU for 10 years	Public	Vice President Research, Innovation and Impact	
Research Postgraduate Student Administration	Research Student Lists, attendance sheets, etc.	Duration of study	Internal Use Only	Head of Graduate Studies	
Research Postgraduate Student Administration	Minutes of graduate studies meetings	10 years	Public	Head of Graduate Studies	
Research Postgraduate Student Administration	Postgraduate Research Student Files (application forms, proposals, progress reports, examiner reports, external reviews, stipend payments, etc.)	10 years post students' graduation	Internal Use Only	Head of Graduate Studies	
Research Postgraduate Student Administration	Theses	Indefinitely	Public	Head of Library Services	
Research Postgraduate Student Administration	Staff CVs	Duration of employment unless requested otherwise. Updated every 5 years	Internal Use Only	HR Manager	

Sport	Club/Society Records	Duration of study + 1 yr	Internal use only	Vice President Student Experience	
Sport	Sports related Funding & Expenditure	3 years	Internal use only	Vice President Student Experience	
Sport	Sports Scholarships	Duration of study + 1 year	Internal use only	Vice President Student Experience	
Sport	Facility Hire	2 years	Internal use only	Vice President Student Experience	
Sport	Recruitment Records	Duration of employment	Internal use only	Vice President Student Experience	
Sport	Summer Camps documentation	1 year	Internal use only	Vice President Student Experience	
Student Peer Mentoring Programme	Student transition fund- Proposals/funding applications a (E.g. form, applications, reports, emails, additional supplementary material, etc.	5 years	Confidential	Head of Student Support Services	All Campuses
Student Peer Mentoring Programme	Garda Vetting Process-Vetting Disclosure Records for peer mentors.	Duration of vetting period - Records to be destroyed when vetting period expires.	Confidential	Head of Student Support Services	All Campuses
Student Peer Mentoring Programme	Student Peer Mentoring Programme Records; applications, correspondence, logs	Student mentor application forms and data held for 4 years. Senior Mentor information held for five years. Special Purpose Award (SPA) recipient info held indefinitely as it forms part of the academic record. Statistical Reports held indefinitely.	Internal Use Only	Head of Student Support Services	All Campuses
Student Records – Academic Administration & Student Affairs	Records of Applicants who do not Register i.e. an applicant who was either offered a place at SETU and did not register, or, who was not eligible for an offer and therefor ineligible to register	1 year	Internal use only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	'Records of Successful Applicants who Register' i.e. an applicant who was offered a place at SETU and registered Records of Successful Applicants	Permanently	Internal use only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Application to Progress & Repeat Learner	Permanently	Internal Use Only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Student Registration details (electronic version)	Permanently	Internal Use Only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Module Exemption Applications Register	Permanently	Internal Use Only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Module Exemption Application Forms	Duration study plus 1 Year	Internal Use Only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Change of Name/Address Record/Gender. Change of address managed online via SRS system. Change of name & gender managed from application/online request.	Permanently	Internal Use Only	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	I.D. Card Record	Duration study plus 1 year	Internal Use Only	Academic Administration Manager	Novis on Waterford Campus
Student Records – Academic Administration & Student Affairs	Waive of Fee application	Duration of study plus 1 year	Confidential	Academic Administration Manager	
Student Records – Academic Administration & Student Affairs	Waive of Fee application	Application details held for duration of the programme or reasonable duration of study period. <b>Fee approval record held for 10 years</b>	Confidential	Finance Manager	
Student Records – Academic Administration & Student Affairs	Medical Cert/Absence record	6 months after exam board except where appeal or disciplinary process is ongoing. In the case of programmes falling under professional or regulatory body approval, student material may be retained longer.	Confidential	Head of Faculty	

Student Records – Academic Administration & Student Affairs	Documentation relating to all applications for SAF, personal details, financial income & expenditure details	REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL Article 140 European Commission requirements on documentation set out in Article 140 of the CPR and requires beneficiaries to retain documents as follows; • Operations < €1m – 3 years from 31 Dec following the submission of accounts in which expenditure of operation is included; or Operations > €1m – 2 years from 31 Dec following the submission of accounts in which expenditure of operation is included	Internal use only	Head of Student Support Services	
Student Records – Academic Administration & Student Affairs	Graduation In Absentia payment file	Indefinitely	Internal Use Only	Head of Student Support Services	
Student Records – Academic Administration & Student Affairs	Student Discipline Records - Minor Offences	Duration of study plus 1 year	Internal use only	Vice President Student Experience	
Student Records – Academic Administration & Student Affairs	Student Discipline Records - Minor Offences	Duration of study plus 1 year	Internal use only	Vice President Academic Affairs, Teaching & Learning	
Student Records – Academic Administration & Student Affairs	Student Discipline Records - Major Offences	Duration of study plus 7 years. If the major offence is a matter of public importance, it may be necessary to keep these records for longer.	Internal Use Only/ Confidential	Vice President Student Experience	
Student Records – Academic Administration & Student Affairs	Student Discipline Records - Major Offences	Duration of study plus 7 years. If the major offence is a matter of public importance, it may be necessary to keep these records for longer.	Internal Use Only/ Confidential	Vice President Academic Affairs, Teaching & Learning	
Student Records – Academic Administration & Student Affairs	Recognition of Prior Learning (RPL) Records - Applications via RPL Hub	1 year	Internal Use Only/Confidential	Vice President Student Experience	
Student Records – Academic Administration & Student Affairs	Student Complaint Records	Duration of study. Depending on the nature of the complaint, records may be held permanently in the case of expulsion.	Internal use only	Vice President Student Experience	
Student Records – Academic Administration & Student Affairs	Student Complaint Records	Duration of study. Depending on the nature of the complaint, records may be held permanently in the case of expulsion.	Internal use only	Vice President Academic Affairs, Teaching & Learning	
Student Records – Academic Administration & Student Affairs	Course Timetabling Record	1 year	Public	Vice President Academic Affairs, Teaching & Learning	
Student Support Finance	SAF Applications & Administration	In line with ESF/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
Student Support Finance	SAF Payment record on student record system/CRM	7 years	Confidential	Head of Student Support Services	Waterford Only
Student Support Finance	SETU Engineering fund- Institute of Asphalt Technology and Muinin Fund Applications and payments Personal information Including name, address, date of birth, applications details and personal financial information.	5 years	Confidential	Head of Student Support Services	All Campuses
Student Support Finance	Documentation relating to payments EFT student assistance fund	Keeping in line for HEA funding and compliance guidelines (+ 7 years)	Confidential	Head of Student Support Services	All Campuses
Student Support Finance	Documentation relating to payments EFT student assistance fund	Keeping in line for HEA funding and compliance guidelines (+ 7 years)	Confidential	Finance Manager	All Campuses
Student Support Finance (Access)	HEA PATH Bursaries (PATH / Dormant Accounts, 1916, Traveller Bursaries etc)	In line with ESF/HEA retention requirements as per correspondence received from HEA	Confidential	Head of Student Support Services	All Campuses
Student Support Finance (Access)	Other Access Scholarships (SETU funded) e.g. CAP, Sanctuary of Scholarship	5 years	Confidential	Head of Student Support Services	All Campuses
Student Support Finance (Access)	Other Access Scholarships (SETU funded) e.g. CAP, Sanctuary of Scholarship	5 years	Confidential	Vice President Equality, Diversity & Inclusion	All Campuses
Student Support General	First year Transfer details: Applications of first year student who request to change course	5 years	Internal Use Only	Head of Student Support Services	Waterford Only
Student Support General	Undergraduate deferrals applications and support documentation	5 years	Internal Use Only	Head of Student Support Services	Waterford Only
Student Support General	Student ambassador HR setup forms	6 months	Internal Use Only	Head of Student Support Services	Waterford Only
Student Support General	Social Media records - SETU records	5 years	Internal Use Only	Head of Student Support Services	All Campuses



<b>Student Support General</b>	Mobile phone WhatsApp and text communications - SETU records	5 years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	External Contact Information (e.g. organisations and community partners)	Updated on ongoing basis	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Student Outlook appointments-Student details saved in calendar for student meeting - Student Services	5 years	Internal use only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	General Student Support Services Queries, Emails and Records (unless other retention regulations apply)	5 Years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Memo/Email for notification of student death to administrative functions	5 Years	Confidential	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Payroll Records, time sheets etc. (outside tender agreements and FSD)	2 years	Confidential	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Events and Activities: Personal information including name, address, date of birth, contact details etc. (Try SETU Mature Day, Easter revision course, open events etc)	5 years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Individual Student Meetings/Appointments	7 Years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Records of staff expenses	1 Year	Internal use only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Records documenting the purchase invoices order, Goods received notice etc (excluding purchases under HEA/Other project funding)	3 years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Staff CVs and other documents relating to recruitment	Until recruitment for position is finalised	Confidential	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Student Lists, training attendance sheets, orientation lists etc. and Basic Student Contact details	Duration of programme	Internal Use Only	Head of Student Support Services	All Campuses
<b>Student Support General</b>	Minutes and records of meetings (e.g. team meetings, work-groups etc.)	5 years	Internal Use Only	Head of Student Support Services	All Campuses
<b>Sustainability</b>	Minutes of Meetings	3 years	Internal Use	Associate Vice President for Sustainability	
<b>Sustainability</b>	Climate Action Records	7 years	Internal Use	Associate Vice President for Sustainability	
<b>Sustainability</b>	Energy Records	7 years	Internal Use	Associate Vice President for Sustainability	
<b>Sustainability</b>	Sustainability Initiatives for Staff and Students	3 years	Internal Use	Associate Vice President for Sustainability	
<b>Sustainability</b>	Sustainability Reports	5 years	Public	Associate Vice President for Sustainability	
<b>Sustainability</b>	Sustainability Strategy & Actions Plans	10 years	Public	Associate Vice President for Sustainability	
<b>Teaching &amp; Learning Centre</b>	Training & Learning Resources for Staff and Students	5 years	Internal Use	Vice President Student Experience	
<b>Technology Transfer Office</b>	Minutes of Commercialisation Committee	Retain indefinitely	Internal use only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
<b>Technology Transfer Office</b>	IP Policy	Retain indefinitely	Public	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
<b>Technology Transfer Office</b>	Annual returns to KTI on metrics and supporting documents	For the duration of the TTSI funding cycle plus 10 years to comply with funding scheme and audit	Public	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
<b>Technology Transfer Office</b>	Records documenting procedures for commercialisation	Retain until superseded plus 5 years	Internal record	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support

Technology Transfer Office	Invention Disclosure Forms (IDF)	Retain indefinitely	Internal record	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	Patents	Retain for lifetime of patent	Confidential	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	Records documenting identified infringements of SETU patents or intellectual property & action taken other than litigation.	Retain for 6 years from the last action taken in the case	Confidential	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	Trademark records	Retain for lifetime of trademark	Internal Use Only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	SETU copyright licensed or assigned to a third party	Retain indefinitely, Registered software copyright in escrow	Internal use only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	Records relating to the establishment of spin out companies.	Retain while SETU has an equity holding in the company plus 13 years.	Internal use only	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support
Technology Transfer Office	Records documenting the issue of licence options arising from SETU research/patents	Retain for duration of option(s) plus 6 years	Confidential	Vice President Research, Innovation and Impact	
Technology Transfer Office	Assignments	Retain indefinitely check	Confidential	Vice President Research, Innovation and Impact	
Technology Transfer Office	Records documenting royalty calculations & payments	7 years after employment ceases	Confidential	Vice President Research, Innovation and Impact	
Technology Transfer Office	Export Control Licence Application Records	5 years	Internal use only	Vice President Research, Innovation and Impact	
Technology Transfer Office	Records documenting the issue of licences arising from SETU research/patents	Retain for duration of licence plus 6 years	Confidential	Vice President Research, Innovation and Impact	Head of Innovation and Commercialisation Support