

# Records Maintenance & Retention

Quality Assurance Manual

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## Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

[2] QQI's Sector Specific QA Guidelines

<https://www.qqi.ie/Downloads/Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf>

[3] European Standards and Guidelines (ESG)

[https://enqa.eu/wp-content/uploads/2015/11/ESG\\_2015.pdf](https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf)

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<b>Policy Title</b>	<b>Information and Data Management</b>
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<b>Date Approved</b>	17/12/2018
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<b>Effective From</b>	02/01/2019
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<b>Monitor</b>	Registrar / QA Department
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<b>Summary</b>	This policy details the information that the College retains on its staff and learners, the reasons for this and the duration that it retains such data. It also provides transparency as to how an individual can see what data the College retains about them and, at their request, give them a copy of such data.
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### **Related Policies**

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<b>Revision History &amp; Commencement Date &amp; Date of Next Review</b>	Version 1 – 2019  Commencement Date (Version 1): 02/01/2019  Date of Next Review: Following Independent Assessment from Re-engagement process
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## Purpose

The purpose of these policies is to provide information and transparency regarding the Data Protection obligations of the College. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Data Protection Act(s) 1988 and the Data Protection (Amendment) Act (2003), The Data Protection Act 2018 and the e-Privacy Regulations 2011 and GDPR 2018.

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## Scope

This policy covers both personal and sensitive personal data held in relation to data subjects by the College. The policy applies equally to personal data held in manual and automated form.

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## Policy Statement

The College must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by the College in relation to its staff, service providers and clients in the course of its activities. The College makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

# 8.3

## Records Maintenance and Retention

When determining the data retention periods, the College has been guided by employment and other law, as well as the statutory retention periods arising from these and associated laws. Furthermore, limitation periods, needs of the College, and the GDPR principles have been taken into account. The data retention periods implemented by Dorset College for HR data are as follows:

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Type of Personal Data	Duration
Annual Leave and Public Holiday records	<b>6 years</b>
Carer's Leave records	<b>8 years</b>
Parental Leave records and Force Majeure Leave records	<b>8 years</b> (Parental Leave Acts, section 27)
Hours Worked and related information such as breaks, annual leave and public	<b>6 years</b> (3 years required of The Organisation of Working Time Act, 1997, Section 25, and the Organisation of Working Time (Records) Prescribed Form and Exemptions, Regulations 2001). 6 years in line with College policy.

## Records Maintenance and Retention


Type of Personal Data	Duration
Payslips	<b>6 years</b> (3 year required of National Minimum Wage Act, Section 22). 6 years in line with College policy.
Employment Permit records	<b>5 years or for the duration of the employment</b> (whichever is the longer)
Employment records of young persons under 18	<b>6 years</b>
Collective redundancy information	<b>6 years</b>
Taxation Records	<b>6 years</b> (Companies Acts and Taxes Consolidation Act)
Accidents	<b>10 years from date of an accident</b> (the Safety health and Welfare at Work; General Applications Regulation 1993, section 60)
Employee contract	<b>6 years from the date of termination of the employment</b>

## Records Maintenance and Retention

Type of Personal Data	Duration
CV and interview notes of unsuccessful interviewees	<b>6 years</b> (3 year required of National Minimum Wage Act, Section 22). 6 years in line with College policy.
Signed Documents	<b>6 months</b>
Other HR details (not included above)	<b>1 year</b>

**The data retention periods implemented by Dorset College for learner data are as follows:**

Type of Personal Data	Duration
Records relating to summative assessment results	<b>Permanently retained</b> – whether a reward has been recommended or not (level of detail of permanently retained data should be at least sufficient to facilitate the issue of a Europass Diploma Supplement (Assessments and Standards, 2013, section 4.5.2))



## Records Maintenance and Retention

Type of Personal Data	Duration
Records which contribute towards module grade	<b>Duration of Studies + 1 year after graduation</b> (benchmarked to University of Limerick and cognisant of Assessment and Standards, 2013, section 4.6.2)
Research theses	<b>Permanently retained</b>
Broadsheets	<b>Permanently retained</b>
Records of successful student applicants	<b>Duration of Studies + 3 years</b>
Garda Vetting records	<b>Duration of Studies + 1 year</b>
External Examiners' reports	<b>Permanently retained</b>
Deferral, withdrawal and applications for transfer	<b>Duration of Studies + 1 year</b>



## Records Maintenance and Retention

### Type of Personal Data

### Duration

Board of Examiners meeting records

**Permanently retained**

Annual Monitoring Reports

**Permanently retained**

**The data retention periods implemented by Dorset College for other forms of personal data not included above are as follows:**

### Type of Personal Data

### Duration

Security – CCTV footage

**6 months**, unless specifically required for investigation/security/safety/legal purposes

Minutes of Quality Assurance meetings

**Permanently retained**

Record of amendments to Quality Assurance system

**Permanently retained**



**Thank you.**