

UNIT	PAR	Partnerships				
PA-01	Enterprise Engagement					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Incubator License Agreements	Commencement of licence period	7 years	Hard copies to be destroyed by confidential shredding and electronic copies to be deleted.	Confidential Data	Industry Standard	Head of Enterprise Engagement
Enterprise Ireland Agreements	Commencement of contract period.	7 years	Hard copies to be destroyed by confidential shredding and electronic copies to be deleted.	Confidential Data	Industry Standard	Head of Enterprise Engagement
PA-02	International Engagement					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Enrolment records for EU and non-EU students	Date of enrolment	5 years	Destroy	Industry Standard	Confidential Data	Senior Manager – Global Recruitment
Financial agreements for ERASMUS programmes	Date of agreement	5 years	Destroy	Industry Standard	Internal Data	Snr Manager Global Mobility
International Student Applications to programmes	Date of application	5 years	Destroy	Industry Standard	Confidential Data	Senior Manager – Global Recruitment
International Students records - INIS notification, refund, centenary scholarship, UG/PG letters of offer, receipts, payment logs, foundation / progression lists, attestation letters	Date document created	End of following calendar year	Destroy	For verification and follow up queries purposes	Confidential Data	Senior Manager – Global Recruitment
International Students records - deferrals, withdrawals	Date document created	Until commencement of the following academic year	Destroy	Industry Standard	Confidential Data	Senior Manager – Global Recruitment

International Students records - fee assessments, medical insurance certs	Date document created	Until commencement of the following academic year	Destroy	Industry Standard	Confidential Data	Senior Manager – Global Recruitment
International Students records - Sponsorship letters of guarantee, GDPR medical insurance consent forms, / log postgraduate	Commencement of academic year	1 year	Destroy	To verify that consent has been correctly obtained and to facilitate extensions should they be approved	Confidential Data	Senior Manager – Global Recruitment
International and European office direction and control	Date document created	5 years	Destroy	Industry Standard	Internal Data	
Non EU Student Records – Fee Assessments	Commencement of academic year	1 year	Hard copies to be destroyed by confidential shredding and electronic copies to be deleted.	Facilitate audit and/or appeal and/or re-assessment	Sensitive Personal Data	Senior Manager – Global Recruitment
Non EU Student Records – Refund Records	Date Refund Issued	End of calendar year	Hard copies to be destroyed by confidential shredding and electronic copies to be deleted	For verification and follow up queries	Sensitive Personal Data	Senior Manager – Global Recruitment
Exchange Student Records – Incoming Students Biographical Data	Completion of studies	1 year	Electronic copies to be deleted. Anonymised data may be retained for statistical analysis.	For verification and follow up queries	Sensitive Personal Data	Snr Manager Global Mobility
Exchange Student Records – Outgoing Students Biographical and Banking Details	End of academic year	7 years	Electronic copies to be deleted. Anonymised data may be retained for statistical analysis.	To facilitate audit(s) by HEA and/or European Commission.	Sensitive Personal Data	Snr Manager Global Mobility
Staff Mobility Records	Completion of mobility	7 years	Electronic copies to be deleted. Anonymised data may be retained for statistical analysis.	To facilitate audit(s) by HEA and/or European Commission.	Sensitive Personal Data	Snr Manager Global Mobility

Government of Ireland Scholarship Recipients – Biographical and Banking Details	Completion of studies	1 year	All records to be deleted. Anonymised data may be retained for statistical analysis	To facilitate audit by HEA	Sensitive Personal Data	Head of International Affairs
Agencies – Banking Details	Termination of contract	1 year	All records to be deleted. Anonymised data may be retained for statistical analysis	To facilitate audit.	Private Non-Personal Data	Head of International Affairs
Recruitment Fair Organisers – Banking Details	Completion of project	1 year	All records to be deleted. Anonymised data may be retained for statistical analysis	To facilitate audit.	Private Non Personal Data	Head of International Affairs
PA-03	Societal Engagement					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Service Level Agreements and/or Service Agreements	Date of commencement of agreement	6 Years	Destroy	Industry Standard	Confidential Data	Head of Societal Engagement
Contract Management Records	Date of commencement of agreement	7 years	Destroy	Industry Standard	Confidential Data	Head of Societal Engagement
PA-04	Strategic Relationship Development					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Enquiries from individuals regarding events and the responses provided e.g. via Zoho, email. Microsoft form or on the Events Teams Channel Tracker. No event was arranged – Leads with no accounts or events associated with them.	Date of initial enquiry	1 year	Destroy/Delete	Industry Standard	Internal Data	Snr. Mgr. Events and Commercial Projects
Enquiries from individuals regarding events and the	Event Date	5 years	Destroy /Delete	Industry standard	Internal Data	Snr. Mgr. Events and Commercial Projects

responses provided e.g. via Zoho, email, Microsoft office form or on the Events Teams Channel Tracker. Event was arranged – Leads whereby a Zoho account was created, and an event booking was confirmed.						
MOU	Date of Signing	Permanent	Archive once expired	Business Need contains commercial information	Confidential Data	Head of Strategic Relationship Development
MOA which includes all addenda, schedules and Data sharing agreements	Date of Signing	Permanent	Archive once expired	Business Need contains commercial information	Confidential Data	Head of Strategic Relationship Development
Licence Agreements which include the risk assessment and letter of indemnity	Date of Signing	Permanent	Archive once expired	Business Need contains commercial information	Confidential Data	Head of Strategic Relationship Development
PA-05	Graduate / Alumni					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Graduates' personal information Including name, address, date of birth, places of employment, type of employment, etc	Receipt of Information	Permanent with consent; review and update as appropriate	Archive unless consent is withdrawn	Data Protection	Confidential Data	Snr Alumni Relations Mgr.
Design, planning and production of official alumni communications and marketing campaigns e.g. Alumni emails	Creation of information	5 years	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Alumni Communications	Date of Issue	1 year	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Design and conduct of alumni surveys	Commencement of survey	3 years	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Results of alumni surveys	Completion of analysis	3 years	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Summarised/anonymised statistical data of alumni	End of academic year	10 years	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.

Enquiries from alumni and the responses provided	Last action on enquiry	1 year	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Handling of complaints from alumni	Last action on complaint	1 year	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Planning and impact//results of alumni events	Completion of event	5 years	Destroy	Industry Standard	Internal Data	Snr Alumni Relations Mgr.
Organisation and administration of alumni events including attendance lists	Completion of event	1 year	Destroy	Industry Standard	Confidential Data	Snr Alumni Relations Mgr.
Administration of financial and other support to alumni organisations	Completion of payments	6 years	Destroy	Statute of Limitations	Internal Data	Snr Alumni Relations Mgr.

Record	The record type	*Data Classification	Description
Trigger	Event that prompts the start of retention period	Public Data	May be viewed by all members of TU Dublin and the public. Data should be classified as Public when the disclosure, alteration or destruction of that data would result in little or no risk to the University and its affiliates. Such data is often made available to the public via the TU Dublin website. This data will not cause harm to any individual, group, or to the University if made public.
Retention Period	Period for which the records should be retained	Internal Data	Information that can be used and shared within TU Dublin but would not be appropriate to be known to people outside the University. This data could be released to the public under Freedom of Information legislation
Action	The action to be taken when the non-current period has expired	Confidential Data	Accessible only to relevant members of staff of TU Dublin or designated third parties who require it to perform their duties.
Rationale	The basis on which the Action is recommended		
Data Classification	The security classification category assigned to the records (see across) *		

Data Steward/Data Manager	The title of the officeholder primarily responsible for the records and for ensuring implementation of the RRS in respect of those records. The job title should be entered rather than individual name, preferable as personnel may change over time.		
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Date Approved by Head of Function	15/08/2025
Date Reviewed by Information Governance Office	27/08/2025
Date of Last Review	27/08/2025