Unit	Research & Innovation					
Records	**Trigger**	**Retention Period**	**Action**	**Rationale**	**Data classification**	**Owner**
Raw, unused and unpublished research data (anonymised or not participant data)	End of project	10 years	Destroy	Terms of contract	Confidential Data	Principal Investigator
Raw, unused and unpublished research data relating to human participants	End of project/withdrawal request	7 years or upon withdrawal request	Destroy	Terms of contract	Confidential Data	Principal Investigator
Controlled Trial, Medical Procedure Data	End of project/Discontinuation	15 years	Destroy	Terms of contract	Confidential Data	Principal Investigator
Clinical & Medical Data involving minors	End of project/Discontinuation	11 years or until participant is 25	Destroy	Terms of contract	Confidential Data	Principal Investigator
Longitudinal Study Data & Documentation	Case by Case per phase	Case by Case	Destroy	Terms of contract	Confidential Data	Principal Investigator
Ancillary Data Documentation (protocols, methodologies, SOPs, data dictionaries, ROPA)	End of project	10 years	Destroy	Terms of contract	Confidential Data	Principal Investigator
Unpublished analysis files (script, code, notebooks)	End of project	10 years	Destroy	Terms of contract	Confidential Data	Principal Investigator
Published Dataset(s) & Ancillary Documentation, Analysis Files	Date of submission	As per agreement with repository – can be indefinite	As per agreement with repository	Terms of contract	Public Data	Principal Investigator
Applications for research or other funding (unless otherwise recommended by specific funding organisations), and associated metadata	End of project	7 years	Destroy	Industry Standard	Confidential Data	Head of Research Support Services
PI / Researcher Disclosure of Interests register / declarations	Completion of project	10 years	Destroy	Industry Standard	Confidential Data	Head of Research Support Services
Research ethics applications	Date of submission	3 years if FYP project, otherwise 7 years	Destroy	Industry Standard	Confidential Data	Head of Research Ethics and Integrity
Research ethics committee agendas, papers, minutes	N/A	Permanent	Archive	Industry Standard	Confidential Data	Head of Research Ethics and Integrity
Research and Ethics Committee and membership documents including application forms, confirmations and contact details	Duration of Membership	6 months	Destroy	Industry Standard	Confidential Data	Head of Research Ethics and Integrity
Postgrad research student forms (application forms, proposals, stipend payments etc...)	End of project	9 years	Destroy	Industry Standard	Confidential Data	Head of Graduate Research School

Records	Trigger	Retention Period	Action	Rationale	Data classification	Owner
Postgrad research student records other than PGR forms and Examination / Assessment materials	End of project	2 years post graduation or withdrawal from project	Destroy	Industry Standard	Confidential Data	Head of Graduate Research School
Postgrad research student module results, annual evaluation results, examination results and examiner reports.	End of Project	Permanent	Archive	Industry Standard	Confidential Data	Head of Graduate Research School
Minutes of meetings e.g. admission meetings, student review meetings	End of project	5 years	Destroy	Industry Standard	Confidential Data	Head of Graduate Research School
Postgrad research hardbound theses	Submission of theses	Permanent	Archive	Industry Standard	Public Data	Head of Library Services
Assignments of Intellectual Property	N/A	Permanent	Archive	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Collaboration Agreements	Term of contract	7 years	Destroy	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Consortium Agreements	Term of contract	7 years	Destroy	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Invention disclosures	N/A	Permanent	Archive	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
License, Licence options	Term of contract	7 years	Destroy	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Material Transfer Agreements, Non Disclosure Agreements	Term of contract	7 years	Destroy	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Deed of Waiver	N/A	Permanent	Archive	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Consultancy agreements	Term of contract	7 years	Destroy	Industry Standard	Confidential Data	Head of Innovation and Knowledge Transfer
Research & Innovation Awards Nominations & Reviews	Annual R&I Awards Night	12 months	Destroy	Industry Standard	Confidential Data	Head of Research Impact, Engagement & Communications

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) *		
Owner	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.		

Date Approved by Head of Function	15/02/2026
Date Reviewed by Information Governance Officer	17/02/2026
Date of Last Review	20/10/2026