

Unit	STS Student Services					
SS-01	Student Health					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
General patient (adult) healthcare records (including psychiatric, maternity records)	End of contact or death	8 years after last contact or death, unless in the interest of the Data Subject to retain	Destroy	As per HSE National Hospitals Office, Code of Practice for Healthcare Records	Confidential	Clinical Nurse Manager
Children and young people (where students are minors, under 18) records (all types of records relating to children and young people)	End of contact	Retain until the patient's 25th birthday or 26th if 17 at conclusion of treatment or 8 years after death	Destroy	As per HSE National Hospitals Office, Code of Practice for Healthcare Records	Confidential	Clinical Nurse Manager
Confidential counselling student records, case notes, assessment reports and recommendations	Duration of studies	7 years	Destroy or delete from system	Article 9(a) The data subject has given explicit consent to the processing	Confidential	Clinical Nurse Manager
Records relating to any litigation	End of litigation	10 years	Review	HSE National Hospital Office, Code of Practice for healthcare records	Internal	Clinical Nurse Manager
Anonymised statistics and reports	End of collection	8 years	Destroy or delete from system	HSE National Hospital Office, Code of Practice for healthcare records	Internal	Clinical Nurse Manager
Notifiable diseases records	End of notification	6 years	Destroy or delete from system	HSE National Hospital Office, Code of Practice for healthcare records	Internal	Clinical Nurse Manager
Incident report forms	End of contact	8 years or indefinite in the event of litigation	Destroy or delete from system	HSE National Hospital Office, Code of Practice for healthcare records	Confidential	Clinical Nurse Manager

Body fluids / swabs / aspirates	End of test	48 hours after final report issued by lab	Destroy	HSE National Hospital Office, Code of Practice for healthcare records	Confidential	Clinical Nurse Manager
SS-02	Access & Outreach					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Minutes of meetings - student assistance fund	End of administrative use	Permanent	Archive	Industry Standard	Internal	Financial Aid and Projects Manager
Student assistance funds records	Duration of studies	7 years	Destroy	Industry Standard	Confidential	Financial Aid and Projects Manager
1916 bursary	End of bursary	7 years	Destroy	Article 9(a) The data subject has given explicit consent to the processing Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject.	Confidential	Senior Manager Student Support
SAF applications	End of financial year	6 years	Destroy	Article 9(a) The data subject has given explicit consent to the processing Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject.	Confidential	Financial Aid and Projects Manager
Peer assisted student support records	Duration of studies	5 years	Destroy	Industry Standard	Confidential	Senior Manager Student Support
Peer assisted student anonymised statistics	End of administrative use	Permanent	Archive	Industry Standard	Confidential	Senior Manager Student Support

Graduates personal information including name, address, date of birth, places of employment, type of employment etc.	Duration of studies	Data retained on list until consent has been removed	Destroy	Article 6(a) The data subject has given consent to the processing	Confidential	Senior Manager Student Support
School Outreach programmes including consent forms of participation - primary & post primary	End of programme	1 year	Destroy	Industry Standard	Internal	Senior Manager Student Support
SS-03	Sports & Recreation					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Funding and expenditure	End of financial year	7 years	Destroy	Industry Standard	Internal	Senior Manager Student Sports, Life and Societies
Sports scholarship data - criteria, application forms, funding, recipients	Current year	7 years	Destroy	Industry Standard	Internal	Senior Manager Student Sports, Life and Societies
Clubs and Society committee meeting records - such as minutes, meeting papers, agendas, lists of members, financial data, details of events held etc.	N/A	7 years	Review	Industry Standard	Internal	Senior Manager Student Sports, Life and Societies
Information regarding active sports clubs, participants, coaches	Duration of event	3 years	Destroy	Industry Standard	Internal	Senior Manager Student Sports, Life and Societies
Childrens camps registration forms	Duration of camp	1 year	Destroy	Industry Standard	Confidential	Senior Manager Student Sports, Life and Societies
Health screening forms	End of screening	1 year	Destroy	Industry Standard	Confidential	Senior Manager Student Sports, Life and Societies
Sports scholarship forms	End of application period	1 year	Destroy	Industry Standard	Confidential	Senior Manager Student Sports, Life and Societies
Accident / incident forms	End of incident	1 year	Destroy	Industry Standard	Internal	Senior Manager Student Sports, Life and Societies

SS-04		Chaplaincy				
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
General records relating to administration of chaplaincy, promotional literature, correspondence with diocesan or congregational authorities	End of administrative use	3 years	Destroy	Industry Standard	Internal	Senior Manager Student Support
Records relating to chaplaincy events - registration, financial data, etc.	End of administrative use	7 years	Destroy	Industry Standard	Internal	Senior Manager Student Support
Charity event information	End of administrative use	7 years	Destroy	Industry Standard	Internal	Senior Manager Student Support
SS-05		Disability Support				
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Confidential information on students with special needs including case notes, assessment reports and recommendations	End of funding period	8 years	Destroy	Industry Standard	Confidential	Disability Service Manager
Fund for students with disabilities	End of funding period	8 years	Destroy	Industry Standard	Internal	Senior Manager Student Support
Statistics on students with special needs	N/A	Permanent	Archive	Industry Standard	Internal	Disability Service Manager
Annual report	N/A	Permanent	Archive	Industry Standard	Public	Senior Manager Student Support
General correspondence	End of administrative use	3 years	Destroy	Industry Standard	Internal	Disability Service Manager
Financial statistics	N/A	Permanent	Archive	Industry Standard	Internal	Senior Manager Student Support
Invoices for support payment	End of funding period	8 years	Destroy	Article 6(c) Processing is necessary for compliance with a	Internal	Senior Manager Student Support

				legal obligation to which the controller is subject		
Notetaker Agency records	End of funding period	8 years	Destroy	Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject	Internal	Disability Service Manager
Notetaker details	End of funding period	8years	Destroy	Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject	Internal	Disability Service Manager
Notetaker claim sheets	End of funding period	8 years	Destroy	Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject	Internal	Disability Service Manager
Records on funding from the DOES	End of administrative use	Permanent	Archive	Industry Standard	Public	Senior Manager Student Support
Taxi Service provider records	End of funding period	8 years	Destroy	Article 6(c) Processing is necessary for compliance with a legal obligation to which the controller is subject	Internal	Disability Service Manager
Student medical record system	End of contact	7 years except in the case of litigation	Destroy	Article 9(a) The data subject has given explicit consent to the processing	Confidential	Disability Service Manager
Electronic appointments booking system record	End of current year	7 years except in the case of litigation	Destroy	Article 6(a) The data subject has given consent to the processing	Confidential	Disability Service Manager

Psychology records	End of contact	Retain for period of time appropriate to the client speciality, e.g. Mentally disordered persons (within the meaning of the Mental Health Acts 1945 to 2001) 20 years after the last entry in the record or 8 years after the client's death if death occurred while in university	Destroy	HSE National Hospital Office, Code of Practice for healthcare records	Confidential	Disability Service Manager
SS-06	Careers					
Records	Trigger	Retention period	Action	Rationale	Data Classification	Data Steward/Data Manager
Job Applications (job opportunities received from employers which are advertised for students and graduates)	End of competition	1 year	Destroy	Operational requirement for careers office to assist students in furtherance of its public interest objective Section 9, Technological Universities Act, 2018	Confidential	Senior Manager student Success
First destination statistics of graduates	N/A	Permanent	Archive	Industry Standard	Public	Senior Manager student Success
Employer / employment database - list of employers who contact the Careers Service with job opportunities for graduates	Current year	Updated yearly, retain until employer revokes consent to remain on list	Destroy	Operational requirement to provide job opportunities for students.	Public	Senior Manager student Success

Appointment forms - students & graduates	Duration of studies	1 year	Destroy	Industry Standard	Internal	Senior Manager student Success
Student visits	Duration of studies	1 year	Destroy	Industry Standard	Internal	Senior Manager student Success
Financial records income & expenditure	End of financial year	7 years	Destroy	Taxes Consolidation Act 1997	Internal	Senior Manager student Success
SS-07	Student Services & Wellbeing: Examinations & Appeals					
Records	Trigger	Retention Period	Action	Rationale	Data Classification	Data Steward/Data Manager
Examination results - Broadsheets	N/A	Permanent	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.	Confidential	Senior Manager Student Records
Broadsheet amendments, grade deletions and exemptions	N/A	Permanent	Archive	Part of permanent and legal record, maintained indefinitely to accommodate students returning years later seeking evidence of completion of modules, programme etc.	Confidential	Senior Manager Student Records
Examination board meeting records	N/A	Permanent	Archive	Industry Standard	Confidential	Senior Manager Student Records
Repeat examination application forms	End of application period	13 months	Destroy	Obligations between student and University	Confidential	Senior Manager Student Records
Examination signature attendance sheets	End of exam period	2 years	Destroy	Industry Standard	Internal	Senior Manager Student Records

Uncollected parchments	End of academic year	Permanently	Archive	Legitimate Interest	Confidential	Senior Manager Student Records
Exam question papers	N/A	Permanent	Archive	Industry Standard	Internal	Senior Manager Student Records
Exam Solutions	End of academic year	18 months	Destroy	Industry Standard	Internal	Senior Manager Student Records
Module grade records	Duration of course	1 year	Destroy	Legitimate Interest	Confidential	Senior Manager Student Records
Ceremony Arrangements	Completion of Ceremony	1 year	Destroy	Industry Standard	Public	Senior Manager Student Records
Conferring records	N/A	Permanent	Retain electronically	Obligation between student and University	Confidential	Senior Manager Student Records
Conferring booklets	N/A	Permanent, appraise and transfer to University Archive once records no longer in active use	Archive	Industry Standard	Public	Senior Manager Student Records
Graduation Lists	N/A	Permanent	Archive	Industry Standard	Internal	Senior Manager Student Records
Graduation Registers	N/A	Permanent	Archive	Industry Standard	Internal	Senior Manager Student Records
Invigilators' CVs	End of exam period	18 months	Destroy	Industry Standard	Confidential	Senior Manager Student Records
Invigilators' pay claim	End of financial year	7 years	Destroy	Industry Standard	Confidential	Senior Manager Student Records
Requests for Transcripts / parchments	Completion of task	6 months	Destroy	Industry Standard	Internal	Senior Manager Student Records

Examination attendance rolls	End of exam period	13 months	Destroy	In the event of an appeal	Confidential	Senior Manager Student Records
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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.		

Date Approved by Head of Function	10/07/2025
Date Reviewed by Information Governance Office	14/10/2025
Date of Last Review	03/11/2025