



Comhaltas na Mac Léinn,
Ollscoil na Gaillimhe
*University of Galway
Students' Union*

Data Retention Schedule

This schedule covers the employee record categories listed below, in paper and electronic form. It sets retention periods to meet legal obligations and justified employment administration and claims needs. It does not cover all organisational records.

Retention and disposal rules

Retain personal data only for as long as necessary for its stated purpose and any applicable legal obligation. At the end of the applicable period, securely delete or destroy the records, or irreversibly anonymise them where appropriate. Review unnecessary duplicates and supporting material separately from the authoritative record.

Suspend routine disposal of relevant records where an actual or reasonably anticipated claim, investigation, audit or other legal preservation requirement applies. Record the reason, scope, owner and review date of the hold. Review disposal when the hold ends; do not restart the full retention period automatically.

Where one record falls within several categories, apply the longest applicable and justified requirement to that record. This does not justify retaining all related material for the same period. Restrict access to health information and other sensitive records to authorised staff who need it.

The seven-year periods and the standard absence period below are organisational retention rules, rather than statutory minimums. Retention must remain necessary for the stated purpose. For statutory leave records, this schedule counts from the later of the relevant leave ending or the statutory record being made; this administrative rule must not shorten any statutory requirement.

Statutory records

Record category	Retention period and trigger	Authority or rationale
Parental leave records	12 years from the later of the leave ending or the record being made.	Parental Leave Act 1998, section 27(2)(a), as amended. Separate from force majeure leave.
Force majeure leave records	8 years from the later of the leave ending or the record being made.	Parental Leave Act 1998, section 27(2)(b), as amended.
Statutory sick leave records	4 years from the later of the leave ending or the record being made.	Sick Leave Act 2022, section 13. Apply payroll retention separately where relevant.
Domestic violence leave records	3 years from the later of the leave ending or the record being made.	Parental Leave Act 1998, section 27(2)(c), as amended. Limit records to required information.
Leave for medical care purposes records	3 years from the later of the leave ending or the record being made.	Parental Leave Act 1998, section 27(2)(c), as amended.
Payroll and employment tax records	6 years after the end of the tax year to which the records relate, subject to applicable exceptions.	Income Tax (Employments) Regulations 2018; Revenue PAYE guidance. Other tax record categories require their own applicable rule.

Employment and claims records

Record category	Retention period and trigger	Authority or rationale
Employment contracts and essential terms and conditions records	Duration of employment plus 7 years after termination.	Simple-contract claims generally have a six-year limitation period from accrual of the cause of action. The additional year is a policy allowance, not a statutory requirement.
Disciplinary and grievance records and performance evaluations	Up to 7 years after termination, only for records whose continuing necessity is documented.	Review categories separately and remove unnecessary supporting material earlier where lawful. Expiry of a warning for disciplinary purposes is distinct from retention for a justified claims purpose.
Benefits records excluding pensions	Duration of employment plus 7 years after termination for essential entitlement and claims records.	Separate payroll records and remove unnecessary administrative duplicates earlier.
Pension records	Retain essential entitlement records for as long as needed to administer outstanding member or dependant entitlements and meet applicable scheme and legal obligations. Review annually and dispose of records when those purposes and any applicable hold end.	Retention is based on continuing entitlement administration and applicable scheme duties. Keep only necessary records; do not apply blanket indefinite retention to all pension material.
Standard absence records	3 years from the end of the absence.	Organisational period for routine absence administration. Statutory sick leave, payroll and other specific leave rules take precedence where applicable.
Stress-related or occupational injury or illness absence records	Up to 7 years after termination for necessary employment or claims records.	Separate basic absence information from clinical material. Check applicable occupational health duties and relevant preservation holds.
Personal injury incident and claim records	Retain while an actual or reasonably anticipated claim or legal hold remains active. Review annually and on final resolution. Retain afterwards only for a documented continuing legal or claims purpose, with a recorded review date; otherwise securely dispose of the records.	Case-specific retention reflects applicable limitation rules, proceedings and continuing obligations. The usual two-year claim window does not establish an automatic disposal date for incident or claim records.

Authorities and reference material

Parental Leave Act 1998, section 27, as amended

<https://revisedacts.lawreform.ie/eli/1998/act/30/section/27/revised/en/html>

Sick Leave Act 2022, section 13

<https://www.irishstatutebook.ie/eli/2022/act/24/section/13/enacted/en/html>

Income Tax (Employments) Regulations 2018

<https://www.irishstatutebook.ie/eli/2018/si/345/>

Statute of Limitations 1957, section 11, as amended

<https://revisedacts.lawreform.ie/eli/1957/act/6/revised/en/pdf?annotations=true>

Data Protection Commission guidance on retention

<https://www.dataprotection.ie/en/faqs/responsibilities-data-controllers/how-long-should-personal-data-be-held-meet-obligations-imposed-gdpr>

Injuries Resolution Board guidance on responding to a claim

<https://www.injuries.ie/eng/responding-to-a-claim/>