

Developing a data/records retention schedule that considers funding requirement is crucial for the D8CEC CLG. This schedule will ensure that the records are appropriately maintained and compliant with the funding regulation and support financial transparency.

Creative or comprehensive data/records retention schedule that accounts for the broad range of personal and sensitive data collected and stored by D8CEC, along with the additional requirements, is essential for maintaining data privacy and compliance. By creating a well-defined records retention schedule, D8CEC can efficiently manage its data in accordance with the legal requirements. This schedule will provide clarity and direction in record maintenance and disposal, reducing the risk of non-compliance and data mishandling.

Data/Records retention Schedule:

**Dublin 8 Community Education Centre.**

<i>Data Category</i>	<i>Description</i>	<i>Retention Period</i>	<i>Storage Method</i>	<i>Disposal Method</i>
Employee records	Personnel files, contract, payroll, etc.	6 years after termination/exit	Locked file cabinet in locked office. Secure database	Shredding (physical documents)
Learners Data	Name, DOB, PPSN, Learner registration form Learner evaluation form Rolls books, etc.	6 years after last interaction	Secure database	Secure data deletion
Financial Records	Revenue, Accounts, Funding Applications to other funders, etc.	6 years	Secure financial database	Shredding (physical documents)
Project documents	Project, plans, reports, documentation	6 years after project completion	Secured project management system	Secure data deletion
Marketing Data	Mailing list	6 years after last interaction	Database	Secure data deletion
Legal and Contract	Legal Agreements, contracts	6 years after last interaction	Locked file cabinet in locked office	Shredding (physical documents)
Compliance Records	Audit reports, compliance documentation	6 years after last interaction	Secure database	Secure data deletion

QQI Policy and Procedures	QQI Quality Assurance policy and procedures.	Kept as long as D8CEC is a Quality Assured Centre with QQI	Locked file cabinet in locked office. Secure database	Secure data deletion Shredding (physical documents)
QQI Internal and External reports	Internal Verifier & External Authenticator Reports	6 Years	Locked file cabinet in locked office.	Secure data deletion Shredding (physical documents)
QQI Learner Portfolios	Learner Portfolios are kept for 3 months after certification.	If no learner has appealed their grade, learner portfolios are kept for 2 weeks after certification.	Locked office	Secure data shredding (physical documents)
QQI Results Approval Panel	Minutes of meetings	6 Years	Locked file cabinet in locked office.	Secure data deletion Shredding (physical documents)
QQI Learner Certificates	Certificates learners have not collected	6 Years	Locked file cabinet in locked office.	Secure data deletion Shredding (physical documents)