



Garda
Ombudsman
INQUIRY INDEPENDENCE IMPARTIALITY

Data Retention Schedules

Retention Periods for Categories of Information
Processed by GSOC

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1. Introduction

This document outlines, in tabular form by Business Unit, the different categories of files that contain personal data within GSOC and how long we will retain the file. The commencement of the retention period for each category of file is outlined also.

1.1 Compliance

This document should be read in conjunction with the GSOC Data Protection Policy and Website Privacy Notice which outline in further detail, how and why we process personal data, who it is shared with and how we comply with our obligations under all applicable data protection legislation.

1.2 Review and Monitoring

These Schedules have been agreed and approved by the Ombudsman Commission. They will be subject to monitoring and review on a regular basis and any future changes will be reflective of legislative change and advice or guidance from the Data Protection Commission.

2. Schedule 1 - Casework & Investigations

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Queries received (non-case related)	7 years	From date of last active engagement
2.	Complaint files deemed inadmissible (no IR)	7 years	From date of last active engagement
3.	Resolved IR files (including Informal Resolution Notices and Notes)	7 years	From date of last active engagement
4.	Section 94(1) Investigations	40 years or until the retirement date of the member concerned	From case closure
5.	Section 94(5) Investigations	40 years or until the retirement date of the member concerned	From case closure
6.	Section 95 Investigations	40 years or until the retirement date of the member concerned	From case closure
7.	Section 98 Investigations	40 years or until the retirement date of the member concerned	From case closure
8.	Section 102 files (no investigation commenced)	40 years or until the retirement date of the member concerned	From case closure
9.	Section 106 files	40 years or until the retirement date of the member concerned	From case closure
10.	Threat Assessments	40 years or until the retirement date of the member concerned	From date of creation if not part of a case file.
11.	Notebooks/ Day Books	40 years or until the retirement date of the member concerned	From date of creation
12.	Diver Reports (Case Reports)	40 years or until the retirement date of the member concerned	From date of creation

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
13.	Disclosure Files	40 years or until the retirement date of the member concerned	From date of creation
14.	Repeat Complainant Reviews	40 years or until the retirement date of the member concerned	From date of creation
15.	Spreadsheet of Notifications to an Garda Síochána/Department of Justice and Equality	7 years	From date of creation
16.	Calls – Audio files	6 months – unless associated to a case file then keep in accordance with the retention period for case files.	From date of creation
17.	Miscellaneous Correspondence (non-case related)	1 year	From date of last active correspondence
18.	Appointment Calendars	40 years or until the retirement date of the member concerned	From date of creation
19.	Child Protection Files	50 years	From date of last active correspondence

3. Schedule 2 – Commission, Executive, Policy & Secretariat (CEPS)

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Files that do not result in referral to the Data Protection Commissioner (DPC) or the Information Commissioner (IC)	If request does not relate to a case file, 7 years If the request relates to a case file/investigation, keep in accordance with the retention period for casework/investigations	From last active correspondence from requestor (where repeat requests are made, keep from date of last active correspondence in relation to the last request) If request comes from an employee, keep for 7 years following termination of employment
2.	Files that result in a referral to the DPC or IC results in a settlement and/or decision	If request does not relate to a case file, 7 years If the request relates to a case file/investigation, keep in accordance with the retention period for casework/investigations	From date of decision/settlement (where repeat requests are made, keep from date of last active correspondence in relation to the last request) If request comes from an employee, keep for 7 years following termination of employment
3.	Files that result in litigation i.e. where the decision of the DPC or IC is judicially reviewed or appealed	Permanently	n/a
4.	Monthly Commission agendas, papers and minutes (not related to a case file)	Permanently	n/a
5.	Ad-hoc Commission agendas, papers and minutes (related to a case file)	Keep in accordance with the retention period for casework/investigations	n/a
6.	Commission decisions (not related to a case)	Permanently	n/a
7.	Commission decisions (related to a case)	Keep in accordance with the retention period for casework/investigations	n/a

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
8.	Circulars, memos regarding policy matters	Permanently	From date of creation
9.	Agendas, papers and minutes for general meetings (other than Commission meetings)	Permanently for matters related to policy or governance decisions otherwise for 7 years	From date of creation
10.	Internal Audit files (including minutes, agenda and papers)	19 years	From date of creation
11.	Risk Management files	Permanently	From date of creation
12.	Ethics in Public Office Declarations	15 years	From date declaration is furnished
13.	Register of Interests	Where unrelated to an investigation/case file, keep for 7 years following termination of employment Where related to an investigation/case file, keep original hardcopy in accordance with the retention period for casework/investigations	From date declaration is furnished
14.	Independent Review Mechanism Records	Keep in accordance with the retention period for casework/investigations	n/a
15.	Representations and Parliamentary Questions	Keep in accordance with the retention period for casework/investigations where related to a case Keep for 30 years where not related to a case	n/a
16.	General Correspondence (case related)	Keep in accordance with the retention period for casework/investigations	From date of creation

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
17.	General Correspondence (not case related, non-Commission/Operations related)	3 years	From date of last active correspondence
18.	General Correspondence (Commission/Operations related)	30 years	From date of creation
19.	Designations & Delegations Register	Keep in accordance with the retention period for casework/investigations	From date of designation
20.	Warrant card	Keep original hardcopy in accordance with the retention period for casework/investigations	From date of creation
21.	Section 109 Reports	Keep in accordance with the retention period for casework/investigations	From date of creation
22.	Commission of Investigation Evidence / Statements	Permanently	From date of creation

4. Schedule 3 – Communications & Research

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Media Contact Log	10 years	From date of contact
2.	Public Queries	3 years	From date of contact
3.	Media Distribution List	Indefinitely, the list is subject to regular review and contacts are given an opt-out and in relation to those contacts who unsubscribe, their contact data is deleted.	n/a
4.	Case Studies	Keep in accordance with the retention period for casework/investigations	n/a
5.	Complainant profiles	Indefinitely as data is anonymised – no personal information contained within these records.	n/a
6.	Satisfaction surveys	Indefinitely as raw data is anonymous.	n/a
7.	Diver	Raw data to be kept indefinitely.	n/a

5. Schedule 4 – Corporate Services

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Travel and Subsistence Records	7 years	Date of creation of records
2.	Clearance Forms	1 year	Date clearance received
3.	Travel Information i.e. passport or visa information	Delete when no longer required and, at the latest, delete after 7 years post-termination of employment	n/a
4.	Payment Details	7 years (although bank account details should be deleted immediately when no longer required)	Date of creation of records
5.	Tender Proposals (unsuccessful)	7 years from the date of completion of the relevant competition.	From the date of completion of procurement
6.	Tender Proposals (successful)	7 years from contract expiry	From date of conclusion of contract
7.	CCTV Footage (case related)	28 days	n/a
8.	CCTV footage (non-case related)	28 days	n/a
9.	CCTV Footage (where footage provided on foot of query from AGS / Non-case related)	Where used for legal proceedings, retain only until expiry of last point of appeal in the legal proceedings end of proceedings.	n/a
10.	Staff photos	Delete when no longer required and at the latest after 7 years post-termination of employment	n/a

6. Schedule 5 – Human Resources

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Personnel Files (to include training files, job applications, records in relation to internal competitions)	7 years	From termination of employment with GSOC
2.	Superannuation Records	7 years (or 13 years where pension scheme executed as a deed)	After the death of the last beneficiary of the last member (e.g. spouse /child/partner)
3.	Clearance Forms	1 year	From date of clearance
4.	Medical Records, Incident Reports, Health and Safety Reports, and Occupational Health Records	40 years	From termination of employment with GSOC
5.	Refund of Fees	Duration of course but no longer than 6 years	From completion of course
6.	Protected Disclosures (received otherwise than as a designated person)	7 years	Following termination of employment
7.	Maladministration file	To be kept in accordance with retention period for case work/investigations	n/a

7. Schedule 6 - Legal Services

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Case files	Keep in accordance with the retention period for casework/investigations	From date of creation
2.	Non-Party Disclosures	Keep in accordance with the retention period for casework/investigations	From date of creation
3.	Protected Disclosures non-case file related (received as a prescribed person)	Permanently	n/a
4.	Protected Disclosures - case file related (received as a prescribed person)	Keep in accordance with the retention period for casework/investigations	n/a
5.	Notebooks	Keep in accordance with the retention period for casework/investigations	n/a
6.	Notes of internal meetings	2 years	From date of meeting
7.	Pleadings and affidavits relating to every court action to which GSOC is party	Permanently	n/a
8.	Contracts and tender proposals required for evaluation	In accordance with the retention period for finance/corporate services	From date of end of contract
9.	Files concerning the provision of professional services i.e. legal advice	Permanently	n/a

8. Schedule 7 – Protected Disclosures Unit

Ref	A. Category of File	B. Maximum Retention Period	C. When Does Retention Period Commence From
1.	Protected Disclosures non-case file related (received as a prescribed person)	Permanently	n/a
2.	Protected Disclosures - case file related (received as a prescribed person)	Keep in accordance with the retention period for casework/investigations	n/a
3.	Protected Disclosures (received otherwise than as a designated person)	7 years	From termination of employment