

## Records Retention Schedule

Type of File / Record	What is included on File / Record	Retention Period and Reason for Same
Competition File (Physical)	As per Competition File Data Retention – See Appendix 4	Indefinite – transfer to National Archives; National Archives Act 1986; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Other Competition Documents	Board members notes not forming part of the official record (i.e. not the notes taken by PAS Representative) and duplicate applications/other duplicate records	Destroy once board report has been prepared; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Competition Documents (Electronic)	Board Member Correspondence, Supplementary Applications, other documents containing personal information	Three years; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Clearance & Assignments File (Physical)	As per Clearance & Assignments File Data Retention	Three years; National Archives Act 1986; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Requests for Reviews	Request received; acknowledgement; response from PAS; all associated research	Three years (unless there is a legal case underway); legal advice retained indefinitely and transferred to National Archives (National Archives Act 1986) Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

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STAR (PAS Recruitment Application) Information –personal	All personal information on STAR (candidate application data** including title, name, phone number(s), email address, postal address, gender, PPNS, date-of-birth, qualifications, work experience); CVs and Personal Statements for some competitions; assessment details and scores*; interview details and scores*; assignment details*; correspondence to candidates message board)	Indefinite; can be deleted by candidates themselves; *where a candidate has progressed through a selection process this information will be anonymised rather than deleted unless it forms part of the Competition File for transfer to the National Archives; **All application forms are only retained for 3 years; National Archives Act 1986; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Personality Questionnaires	Reports based on responses provided by candidates	2 years; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Verbal References (for competitions with one vacancy only)	Record of all verbal references provided	3 months; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Verbal References (for competitions with a panel)	Record of all verbal references provided	Lifetime of the panel for candidates on the panel and 3 months for candidates not on the panel; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

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Hospital Consultant Referee Report	Reports on Training and Relevant Experience	Lifetime of the panel for candidates on the panel and 3 months for candidates not on the panel; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Special Accommodations Documentation	Record of candidate name and number, details on disability for which accommodations are required, photocopy of original medical reports, accommodations agreed, competitions applied for	Records on candidates retained indefinitely with the consent of candidate; Photocopies of Medical Reports retained for 3 years; candidates will be reminded every three years that PAS is retaining this data and the candidate can request PAS delete this information at any stage; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Scripts, Presentation Exercises, Work Samples, other written assessments	Candidate number/name, candidates own work on these exercises	Securely destroyed 6 months after the last candidate is assigned from the panel; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

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Assessors notes in relation to Scripts, Work Samples, other written assessments	Candidate number/name, assessors notes and comments on these exercises	Securely destroyed 6 months after the last candidate is assigned from the panel; breakdown of scores retained on the Competition File; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Assessor notes from presentation exercise	Candidate number/name, assessors notes & marks and comments on these exercises	Securely destroyed 6 months after the last candidate is assigned from the panel; breakdown of scores retained on the Competition File; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004)
Testing Material for Supervised Tests including Signature Rolls and Confidentiality Agreements	Candidate name/number and signature	Securely destroyed 6 months after the last candidate is assigned from the panel; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004)

Type of File / Record	What is included on File / Record	Retention Period and Reason for Same
Website Registration / Profile	Username, Candidate I.D., Title, *Name, *Postal Address, *Country, *Phone Number(s), *Email Address, Date-of-Birth, Highest Qualification, Career Level, Disability; Accommodations at Exams/Interviews; Ethnic or cultural background; Country of Birth; Nationality; Language; Caring Responsibilities; Sexual Orientation; Job Alerts, Job Category, Job Sub Category *Mandatory	Information to be retained indefinitely. Candidates have the option to delete their profile; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Google Data Analytics used to help analyse how users use Publicjobs.ie. This analytical tool uses cookies to collect standard internet log information and visitor behaviour information in an anonymous form.	The name of the domain from which you access our site; the date and time you access our site; the Internet address of the website from which you linked directly to our site.	50 months; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

Type of File/Record	What is included on File/Record	Retention Period and Reason for Same
Psychometric Tests	Candidate name and number and candidate scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely. External Test Providers retain personal data for the period of time specified in the Data Processor Agreement which is not longer than the lifetime of the campaign; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Bespoke Tests	Candidate name and number; candidate responses and scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely. External Test Providers retain personal data for the period of time specified in the Data Processor Agreement which is not longer than the lifetime of the campaign; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

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Testwise (PAS in-house testing system)	Candidate name and number; candidates' responses to each question for some tests, candidates' scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely. Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Candidate Feedback	All requests for and responses to candidates in relation to assessment feedback	Securely destroyed one year after the panel is exhausted; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Equality Monitoring Data	Information gathered at registration stage in relation to specific grounds from the Equality legislation	Indefinite; business reasons; Candidate consent Employment Equality Legislation
Irish Interview Results	Candidate and board member's names; results/scores of Irish Interview	Indefinite – retained on relevant Competition File; Business reasons; National Archives Act 1986; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004

Type of File/Record	What is included on File/Record	Retention Period and Reason for Same
Video Interview records	Candidate's video interview	12 months from the date of recording; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Remote Proctoring records	Record of candidate's test sitting	One year after the panel is exhausted; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Documentation collected from candidates called to interview who are not successful at interview	Copies of Certificates and identification documentation; Garda vetting application; Health and Character Declaration	Destroy immediately once final board report signed; Business reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Board Member / Assessors / Invigilators Questionnaires and Details	Contact details (title, name, phone number(s), email address; postal address); service on selection boards; relevant training and experience where provided; CVs where provided.  For those who are paid – bank account details, PPSN, tax credits and record of all payments.	Indefinite – Personal Information on board members/assessors/invigilators will be retained indefinitely for current interview board members/assessors/invigilators.  Reminders issued every two years of data held and that it can be deleted on request  Business reasons



Type of File/Record	What is included on File/Record	Retention Period and Reason for Same
Suppliers	Tax Clearance Certificate Electronic Format, via ROS; Company name, address and contact details; bank account information; records of all payments made	Supplier Forms and details and details of redacted bank details will be held indefinitely Business reasons
Parliamentary Questions (Physical/Electronic)	Question asked, response submitted and any supporting material	3 years Business reasons
Correspondence from TDs (Physical)	Question asked, response submitted and any supporting material	3 years Business reasons
Personnel Files	Name, address, PPNS, contact numbers, sick leave record and medical documents, civil service career history, salary and superannuation details, contracts, record of annual and other types of leave or work-life balance; PMDS ratings; training records; live disciplinary or other investigation related documentation; merit awards, next-of-kin information, education and qualifications records.	Sent to new organisation on transfer or retained indefinitely for pension purposes

<b>Type of File/Record</b>	<b>What is included on File/Record</b>	<b>Retention Period and Reason for Same</b>
Microfiche details for former staff	Name, address, contact numbers, sick leave record	Indefinite for pensions purposes
Staff Census Forms (Optional)	Disability status of staff on an annual basis – self declaration	Three years Disability Act 2005
Ethics in Public Office Returns (Physical)	Returns received from all relevant PAS staff / members of the PAS Board	15 years Ethics in Public Office Legislation
Legal Files	Records of legal problem and legal advice sought and received	Indefinite – Transfer to National Archives; National Archives Act 1986
Policy Files	Documentation in relation to any policy decisions made by PAS and any discussions around those decisions	Indefinite – Transfer to National Archives; National Archives Act 1986
Procurement Files (Physical)	As per Procurement Checklist on Intranet	7 years
Finance Files (Physical)	Staff Salary Files Fees and Travel Expenses for Board Members and Board of PAS	Indefinite for pension purposes 7 years

Type of File/Record	What is included on File/Record	Retention Period and Reason for Same
FOI (Physical)	FOI request and request for review (if appropriate); acknowledgement(s), response(s) from PAS, copies of all associated documents; all correspondence with the Information Commissioner	1 year unless the case has gone to the Information Commissioner; Information Commissioner files/Legal Advice files retained indefinitely and transferred to National Archives (National Archives Act 1986)
Data Protection (Physical)	Subject access requests and responses	3 years Business reasons Data Protection Act 2018 Data Protection Commissioner files/Legal Advice files retained indefinitely and transferred to National Archives (National Archives Act 1986)
Data Protection Policy (Physical/Electronic)	Final agreed policy; all correspondence with the Data Protection Commissioner; all investigations into data breaches	Indefinite; transfer to the National Archives after 30 years National Archives Act 1986
Data Protection Administration(Physical/Electronic)	Records of meetings, draft documentation	3 years Business reasons Data Protection Act 2018

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Complaints (Physical/electronic)	Request received; acknowledgement; response from PAS; all associated research	3 years; Business reasons Section 34 of the Public Service Management (Recruitment and Appointments Act 2004 Legal Advice files retained indefinitely and transferred to National Archives (National Archives Act 1986)
General Correspondence	Query and response	3 years Business reasons Section 34 of the Public Service Management (Recruitment and Appointments Act 2004)
Emails	All emails received and sent	Retained for three years; Business Reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
CCTV Footage	All footage captured on PAS CCTV	30 days Security and Business Reasons
Executive Assessment Reports	Report of candidate's executive assessment if called for final interview	3 months; Business Reasons; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004
Administrator Report Forms from Test Sessions	Notes on the testing session and any issues raised	6 months where there are no related requests for a review; 3 years where there is a related review; Section 34 of the Public Service Management (Recruitment and Appointments Act 2004