

DDLETB Data Protection Checklist for a school/centre Closure/Amalgamation

Documentation / Security / Assets etc.		
This work would normally be the responsibility of the trustees / Education Office / property manager, working in liaison with the board of management and the principal.		
1.	Letters to DES, NEWB, NEPS etc.	
2.	Letters to Examinations Commission	
3.	Letter to Redeployment panel	
4.	Arrangements for distribution of LC and JC results and rechecks	
5.	Arrangements for receiving, checking and responding to post after closure	
6.	Insurance cover	
7.	Security of empty buildings	
8.	Services – waste disposal, electricity, phone etc.	
9.	Disposal of stationery, etc.	
10.	Files – student files, exam results, employee files – to trustees	
11.	How will former students and staff access these records?	
12.	Finance – accounts finalised, balances transferred to trustees	
13.	Property, assets, equipment – liaise with congregation property manager / trustees	
14.	Donations, e.g. of furniture to local primary school, museum – permission of trustees	
15.	Memorabilia - old photos or slides (preferably with names & dates), congregation community records, antiquities, etc. - should be returned to the archivist / trustees by arrangement. It may be appropriate to invite the archivist and/or trustee to visit the school beforehand and to identify items of major interest to the archives in advance.	
16.	Board of management files – to trustees	

Example: In respect of the tasks and key assignments of the Leaving Cert. Applied, it would be appropriate to write to the students advising that these documents will be retained by the trustees for a period of **one year after school closure**. You should give the students the opportunity of asking in writing for the tasks/assignments to be returned to them by a defined date. After that date, written requests should be addressed to the trustees/ETB administrative head office. All such requests will be dealt with up to one year after school closure. After such a date, the tasks/assignments will no longer be stored.