



Documents on Irish Foreign Policy data retention policy: Data Retention Policy and GDPR

Documents on Irish Foreign Policy is a partnership project of the Royal Irish Academy, the National Archives of Ireland and the Department of Foreign Affairs and Trade. Its core personnel are the Executive Editor and the Assistant Editor, both RIA staff, and the general series editors, who are senior academics based in Irish universities. DIFP's purpose is to provide a documentary history using historical source materials of the development and execution of Irish foreign policy. DIFP is mainly concerned with historical matters in particular the history of Irish foreign policy.

All DIFP materials – electronic and hard copy - are kept in a locked secure office environment with multi-layered security protocols and procedures in place. Data are accessible to designated staff only and personal data are not disclosed to third parties without prior consent.

Every effort is made to minimise data on an ongoing basis and to retain data which remain relevant to the project.

Data generated relating to living individuals by DIFP relate to the publication and launch of each volume of DIFP. As each volume in DIFP goes through a routine production procedure it is possible to identify where personal data are created/collected and the document below outlines these data, their use and retention periods. In particular, **Launch contact data** are compiled on spreadsheets for each biennial launch. These spreadsheets are deleted after each launch.

The following are the categories of records generated by DIFP:

Minutes, agendas and supporting documents from the meetings of DIFP editors and the DIFP editorial board are held securely in the DIFP office and are archived indefinitely with the Library for institutional record and archival purposes. They are the ultimate record of how DIFP functions and its most important historical record. Hardcopy format.

Editors' meetings – incl. PowerPoints (operational activity, with management content);

Editorial Board meetings – agendas and PowerPoints (electronic);

International Editors' meetings – our biennial meetings with our international counterparts.

The foregoing records are all generated for project management and administration purposes and retained for record and archival purposes.

Apart from Minutes and agendas, other categories of records may be minimised prior to archiving.

Files (hard copy) relating to the production of each DIFP volume or side project come under the same criteria and have the same retention policy as minutes.

Email: The geographically and institutionally diverse nature of the main DIFP stakeholders means that the bulk of DIFP communication is by email. These emails serve as a record of critical project decisions and milestones, the rationale for their having been taken and ultimately as the historical record of the project's key activities. Emails are the institutional memory of DIFP with constant recourse to the email archive as a knowledge management resource.

With the exception of routine operational emails which are deleted when no longer current and queries from outside individuals which are deleted on completion of the query, DIFP securely retains

and archives its emails for 20 years on a dedicated password-protected server accessed via password protected encrypted computers. Remote backups are made by RIA IT staff. Retained emails are concerned with:

- project governance and management, incl. appointment of editors (collected for governance, audit and reporting purposes);
- financial drawdowns from the Dept. of Foreign Affairs and Trade (collected for audit and reporting purposes)
- project volume content, in particular with the initiation, evolution and execution of project research and ultimately the production of DIFP volumes (collected for audit and management);
- outreach activities (for management and audit purposes);
- the development of side projects, such as the Ireland-Japan 60th anniversary volume (2017) (for management, audit and reporting purposes) — please note: as of May 2018, side projects are being written up for knowledge management purposes. On completion of a document outlining the history of these activities, emails in this category will be securely deleted.

After twenty years emails are reviewed and those of historical importance in relation to the evolution and development of DIFP are retained as an aid to long-term project memory and later for historical research purposes.

Mails deleted on completion of the activity:

- Outside queries from private individuals.

Tenders and ancillary PO documents are retained for seven years (see below), but documents which show the reason material was included in DIFP volumes and how the volumes were edited and produced/published are kept indefinitely, or until no longer relevant, as they provide the manual for volume production and the historical record of the series.

Documents relating to tenders for DIFP production/publication:

- Documents relating to the tendering process for DIFP volumes are retained for the purposes of revenue compliance and thereafter are retained for seven years for audit purposes.
- POs and invoices and audit related documents are retained for the purposes of revenue compliance and thereafter are retained for seven years for audit purposes.
- Data from tenders is abstracted to a spreadsheet covering costs and timeframes for longer-term comparative purposes. Data are pseudonymised for longer-term retention.

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