

POLAND			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Dependent on date of hire:* - After January 1, 2019: Minimum 10 years - Between January 1999 - December 2018: Minimum 50 years, or shortened minimum of 10 years if submit information report to Social Security Institution (starting from the end of calendar year in which report was submitted) - Before 1999: Minimum 50 years	From end of calendar year after employee's date of termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018) *Effective January 1, 2019
Time records (work hours, rest periods, vacation /sick/holiday, etc.)	See above	See above	See above
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	See above	See above	See above
Data and personnel files	See above	See above	See above
Government verification records (work papers, immigration, eligibility to work, etc.)	See above	See above	See above
Collective bargaining/union	Maximum: Only retain personal data as long as necessary for purpose.	From creation	Best practice based on GDPR
Background checks and drug tests	Where legally allowed, retain only as long as necessary to complete hiring process	From creation	Best practice based on GDPR
Acknowledgements, policy agreements and required notices	Maximum: Only retain personal data as long as necessary for purpose.	From creation	Best practice based on GDPR

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Applicants who are not hired: Only retain until conclusion of hiring process		Best practice based on GDPR
	Applicants who are hired: Recruitment records are part of employee files (Follow schedule listed in "Contracts" section, above).*	From creation	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018) - *Effective January 1, 2019
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Camera and other monitoring (for allowed purposes): Maximum 3 months (may be extended in the event of legal proceedings). Employees must receive notice in advance.	From creation of recording	Act on the Protection of Personal Data, Ch. 12, Art. 111 (2018)
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Dependent on date of hire:*		
	- After January 1, 2019: Minimum 10 years		
	- Between January 1999 - December 2018: Minimum 50 years, or shortened minimum of 10 years if submit information report to Social Security Institution (starting from the end of calendar year in which report was submitted)	From end of calendar year after employee's date of termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018) *Effective January 1, 2019
Pension records	See above	See above	See above
Equity records	Minimum: during the existence of the company and 5 years after its liquidation/termination	From creation of recording	Act on National Archiving System and Archives

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PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Dependent on date of hire:*		
	- After January 1, 2019: Minimum 10 years		
	- Between January 1999 - December 2018: Minimum 50 years, or shortened minimum of 10 years if submit information report to Social Security Institution (starting from the end of calendar year in which report was submitted)	From end of calendar year after employee's date of termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018) *Effective January 1, 2019
	- Before 1999: Minimum 50 years		
Tax records	Minimum: 5 years	From end of calendar year to which the records relate	Act of 29 September 1994 on Accounting, Art. 74
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	Dependent on date of hire:*		
	- After January 1, 2019: Minimum 10 years		
	- Between January 1999 - December 2018: Minimum 50 years, or shortened minimum of 10 years if submit information report to Social Security Institution (starting from the end of calendar year in which report was submitted)	From end of calendar year after employee's date of termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018) *Effective January 1, 2019
	- Before 1999: Minimum 50 years		
Injury and illness incident reports	Accident reports and related records: Minimum 10 years	From incident	The Labor Code, Chapter VII, Article 234

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MEDICAL/SAFETY/LEAVE RECORDS (continued)			
Medical records	See "Leave" section, above	See "Leave" section, above	See "Leave" section, above
Hazardous material and other exposure records	Records relating to radiation exposure: Category A workers (who may be exposed to a radiation dose exceeding 1 mSv in 1 year or an equivalent dose exceeding 1/20th of the dose limits for eye lense, skin and extremities) - Minimum: until employee reaches ago of 75 years or, 30 years from last date of exposure	From termination of work in exposure conditions	Atomic Energy Act (2000)

Last updated June 2018.

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