

DENMARK			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	5 years from end of employment contract (if there is litigation, hold until litigation ends)	Date contract is signed	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 4)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	5 years from date the time was worked and/or time record was created (if there is litigation, hold until litigation ends)	Date contract is signed	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 4)
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	As long as necessary and up to 5 years from end of employment (if there is litigation, hold until litigation ends)	Creation of record	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 4)
Data and personnel files	No longer than necessary for the purpose it was created	Creation of record	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 4)
Government verification records (work papers, immigration, eligibility to work, etc.)	No longer than necessary for the purpose it was created	Date of receipt	The General Data Protection Regulation, Art. 5(1)(e)
Collective bargaining/union	Permanently (if there's no personal data). If collective bargaining concerns a specific data subject, retain 5 years from end of conflict	N/A	N/A
Background checks and drug tests	No longer than necessary for the purpose it was created	Creation of record	The General Data Protection Regulation, Art. 5(1)(e)
Acknowledgements, policy agreements and required notices	No longer than necessary for the purpose it was created	Date of issue/receipt	The General Data Protection Regulation, Art. 5(1)(e)

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	If application is rejected, 6 months. If employed, see "Data and personnel files." If employer wishes to retain records for future opportunities, consent must be obtained from applicant for specific retention period (generally between 6 months and 2 years).	Completed recruitment process	The General Data Protection Regulation, Art. 5(1)(e)
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	No longer than necessary for the purpose	Date of receipt	The General Data Protection Regulation, Art. 5(1)(e)
BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	Maximum 5 years from expiry of the benefit plan	Creation of record	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 4)
Pension and retirement records	Minimum 10 years from last date benefit was paid or, if no payment has taken place, 10 years from first date benefit could be claimed	Creation of record	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 8)
Equity records	Minimum 10 years from issue or from registration in a central securities depository	Creation of record	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 5)
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Minimum 5 years from end of financial year to which records relate	Creation of record	Danish Bookkeeping Act, Ch. 5, Sec. 10
Tax records	Minimum 5 years from end of financial year to which records relate	Creation of record	Danish Bookkeeping Act, Ch. 5, Sec. 10

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	No longer than necessary for the purpose it was created	Creation of record	The General Data Protection Regulation, Art. 5(1)(e)
Injury and illness incident reports	Minimum 30 years from end of injurious act	Date report is made	Best practice based on Bekendtgørelse af lov om forældelse af fordringer (Limitations Act, 2013 and amendments, § 3(3)(1))
Medical records	No longer than necessary for the purpose it was created	Creation of record	The General Data Protection Regulation, Art. 5(1)(e)
Hazardous material and other exposure records	No longer than necessary for the purpose it was created	Creation of record	The General Data Protection Regulation, Art. 5(1)(e)

Last updated May 2021.

DISCLAIMER: The information contained in this document is for general information purposes only and is not intended to be a source for legal, tax, or any other professional advice and should not be relied upon as such. This information is not intended to create, and the receipt of it by the reader does not constitute, an attorney-client relationship. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant. Laws and regulations may change and UKG Inc. ("UKG") cannot guarantee that all the information in this document is accurate, current or complete. UKG MAKES NO REPRESENTATION OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE DOCUMENT OR THE INFORMATION OR CONTENT CONTAINED HEREIN AND SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES INCLUDING BUT NOT LIMITED TO ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, SUITABILITY, OR COMPLETENESS OF THIS INFORMATION. TO THE EXTENT PERMITTED UNDER APPLICABLE LAW, NEITHER UKG, NOR ITS AGENTS, OFFICERS, EMPLOYEES, SUBSIDIARIES, OR AFFILIATES, ARE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, LOSS OF USE OR PROFITS, OR BUSINESS INTERRUPTION), EVEN IF THE UKG HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT, ARISING IN ANY WAY OUT OF THE USE OF OR INABILITY TO USE THIS INFORMATION. This document and the content are proprietary and confidential information of UKG. No part of this document or its content may be reproduced in any form, or by any means, or distributed to any third party without the prior written consent of UKG © 2021 UKG Inc. All rights reserved.