

FINLAND			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Contracts: Minimum 10 years (in case certificate of employment is requested)	From termination	Employment Contracts Act (55/2001), Ch. 6, Sec. 7
	1. Notes and documentation relating to payroll: Minimum 6 years;	1. From end of fiscal year;	1. Accounting Act (1336/1997, Ch. 2, Sec. 10);
	2. Motor vehicle drivers' personal driver's logs: Minimum 1 year;	2. From date driver's records are submitted to employer;	2 & 3. Working Hours Act (872/2019), Ch. 7 & 9. Regarding 2: especially Ch. 7, Sec. 31. Regarding 3: especially Ch. 7 Sec. 30; Ch. 9, Sec. 40;
	3. Working hours register: Minimum 2 years;	3. Active employee: From end of year record was made, Terminated employee: From termination;	4. Annual Holidays Act (162/2005, Ch. 6, Sec. 29 & 34)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	4. Holiday records: Minimum 2 years	4. Active employee: From end of year record was made, Terminated employee: From termination	
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	1. Performance records: Minimum 5 years (in case certificate of employment is requested);	From termination	1. Employment Contracts Act (55/2001), Ch. 6, Sec. 7;
	2. Disciplinary/ grievance records: Maximum 10 years		2. Limitations Act (728/2003), Sec. 7; and, the Finnish Business Archive Association's non-binding recommendation
Data and personnel files	General: Retain as long as necessary for pre-defined purpose(s) of use and necessity requirement is met.	From termination	Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 3;
	Maximum 2 years if there is no need to retain data for longer period.		Employment Contracts Act (55/2001), Ch. 13, Sec. 9; The Finnish Data Protection Authority's non-binding recommendation

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Government verification records (work papers, immigration, eligibility to work, etc.)	1. Alien records: Minimum 4 years;	From termination	1. Aliens Act (301/2004), Ch. 5, Sec. 86a;
	2. Contracted work - certificates and records specified in the law: Minimum 2 years		2. Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006), Sec. 5
Collective bargaining/union	May be retained permanently, provided does not include personal data;	From end of recording	Best practice;
	If includes personal data: Maximum as long as necessary for pre-defined purpose		GDPR art 5(1)(e); Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 3
Background checks and drug tests	Background checks: Maximum 6 months;	From receiving results of test or check	Act on Background Checks (726/2014), Ch. 6, Sec. 45;
	Drug tests: Delete immediately when no longer necessary for purpose. Reason and need for processing should be re-evaluated at maximum of five-year intervals. Note: Finnish Data Protection Ombudsman recommends deletion/re-evaluation be carried out at maximum two-year intervals.		Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 5 and Ch. 3, Sec. 6;
Acknowledgements, policy agreements and required notices	May be retained permanently, provided there's no personal data;	From creation	Best practice;
	If includes personal data: Maximum as long as necessary for pre-defined purpose		GDPR art 5(1)(e); Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 3

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	<p>1. Unsuccessful applicants: Minimum one year based on potential for employee claims (compensation and discrimination). Non-binding recommendation from Finnish Business Archive Association is to retain application forms and interview notes for two years;</p> <p>2. Successful applicants: Recommended to retain job application and resume for employment plus 5 years;</p> <p>If necessary to store longer, retain only as long as necessary for recruitment process.</p>	<p>1 & 2. From end of recruitment process;</p> <p>If required to provide a certificate on employee's working skills and behavior: From termination of employment</p>	<p>1. Unsuccessful applicants: Non-discrimination Act (1325/2014), Ch 5, Sec. 26;</p> <p>Act on Equality between Women and Men (609/1986), Sec. 12;</p> <p>2. Successful applicants: Employment contracts Act (55/2001), Ch. 6, Sec. 7</p> <p>Best practice</p>
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	<p>1. Camera recordings: Retain only as long as necessary and no longer than 1 year, unless an approved exception, such as unfinished harassment investigation;</p> <p>2. Location data: Retain only as long as necessary for purpose, then delete or anonymize, unless otherwise provided by law;</p> <p>3. Biometric data: Retain only as long as necessary for pre-defined purpose</p>	<p>From end of recording/collection</p>	<p>1. Act on the Protection of Privacy in Working Life (759/2004), Ch. 5, Sec. 17;</p> <p>2. Act on Electronic Communications Services (917/2004), Ch. 20, Sec. 160;</p> <p>3. GDPR art 5(1)(e); Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 3</p>
Miscellaneous 1	<p>List of young workers: List must be up-to-date and outdated information should be deleted immediately</p>	<p>From recruitment or from employment</p>	<p>Young Workers' Act (998/1993) Ch. 4</p>

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BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	1. For information part of accounting material/ payroll records: Minimum 10 years;	1. From end of fiscal year;	Accounting Act (1336/1997), Ch. 2, Sec. 10; Act on taxation procedure on self-assessed taxes (768/2016), Ch. 4, Sec. 28
	2. Other documents: As long as necessary for purpose	2. From collection	
Pension records	1. Insurance and pension records: Minimum 10 years;	1. End of validity of insurance policy;	1. & 2. Insurance Contracts Act (543/1994); Employees Pensions Act (395/2006); Limitations Act (728/2003), Sec. 7; Accounting Act (1336/1997), Ch. 2, Sec. 10
	2. For information part of accounting material: Minimum 6 years	2. From end of fiscal year	
Equity records	General: No specific requirements, retain as long as necessary;		Accounting Act (1336/1997), Ch. 2, Sec. 10; Limited Liability Companies Act (624/2006), Ch. 3, Sec. 15
	Accounting related material: Minimum 6 years;	From end of fiscal year	
	Note: Shareholder records should be retained throughout company's operations		
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	Payroll records: Minimum 10 years;	From end of fiscal year	Accounting Act 1336/1997 (Ch. 2, Sec. 10); Employment Contracts Act (55/2001, Ch. 13); Prepayment Act (1118/1996); Act on taxation procedure on self-assessed taxes (768/2016), Ch. 4, Sec. 28
	Notes and supplemental documentation relating to payroll: Minimum 6 years		
Tax records	Minimum 10 years	From end of fiscal year	Accounting Act (1336/1997, Ch. 2, Sec. 10)

HR Compliance Assist – Finland – HR Record Retention Requirements

DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	1. Notes and supplemental documentation relating to payroll: Minimum 6 years;	1. From end of fiscal year;	1. Accounting Act (1336/1997, Ch. 2, Sec. 10);
	2. Holiday records: Minimum 2 years	2. Active employee: From end of year record was made; Terminated employee: From termination	2. Working Hours Act (872/2019), Ch. 7 Sec. 30; Ch. 9 , Sec. 40; Annual Holidays Act (162/2005, Sec. 29 & 34)
Injury and illness incident reports	Minimum 10 years (based on limitation concerning bodily injury caused to an employee)	From incident	Employment Contracts Act (55/2001), Ch. 13, Sec. 9; Limitations Act (728/2003), Sec. 7
Medical records	Only permitted for limited purposes. Erase immediately when no longer necessary for purpose. Reason/need for processing should be re-evaluated at maximum five-year intervals. Note: Finnish Data Protection Ombudsman recommends deletion or re-evaluation at maximum two-year intervals.	From recording	Act on the Protection of Privacy in Working Life (759/2004), Ch. 2, Sec. 5; Non-binding recommendation from the Finnish Data Protection Authority found in "Työelämän tietosuojan käsikirja", updated June 18, 2020
Hazardous material and other exposure records	1. List of employees exposed to biological agents: Minimum 40 or 10 years depending on agent; 2. List of employees exposed to carcinogens (the ASA Register): Minimum 80 years	From end of exposure	1. Occupational Safety and Health Act (738/2002), Ch. 5, Sec. 40a; 2. Act on Respecting a Registry of Employees Exposed in Their Work to Carcinogenic Agents and Substances (2020/452), Sec. 8

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