

Retention period schedule – Employee data

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Mentioned periods are maximum periods until otherwise stated. Data might be deleted earlier. Note that this list is a summary of the most common retention periods. There may be country specific variations and details which are not covered here. Rules are typically counted from the end of the year in which the event took place. Data that is pseudonymized and aggregated may be kept longer than these retention periods for reporting and analytics purposes.

Personal details, contract and basic employment details needed for pension related obligations	Up to 60 years from end of employment
AD account, emails and personal files	90 days from end of employment
Details needed for job certificate	10 years from end of employment
Payslips, invoices and other payment transcripts, work hours and absences	10 years from collection
Performance evaluation and salary review documents	3 years from collection
Data needed for general defense of legal rights, e.g. internal investigation materials, project documentation, log data	According to national statutes of limitation; typically 10 years from collection. NB: in case of an ongoing claim, data will be retained until no longer needed.
CCTV recordings	1 year from collection
IT service management data, other temporary data, e.g. responses to surveys, participation in campaigns	2 years from collection
Trading desk call recordings and other call recordings and customer transaction records	5 years from collection
Service tickets	5 years from collection
Patient data (Fortum's occupational healthcare in Finland)	12 years from the death of the person or 120 years from the birth X-rays: 12 years from collection
Names in company documents, e.g. contracts, official correspondence and decisions	As long as company operates