

Retention period schedule – Suppliers and external persons

Updated: 17.1.2024

PERSONAL DATA RETENTION PERIOD SCHEDULE

Mentioned periods are maximum periods until otherwise stated. Data may 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.

Basic personal details	5 years from the end of the supplier's or external person's contract
AD account, emails and personal files	90 days from the end of supplier's or external person's contract
Data needed for general defense of legal rights, e.g. CVs and transcripts, project documentation and working hours, internal investigation materials, payment transcripts, 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
Service tickets	5 years from collection
Names in company documents, e.g. contracts, official correspondence and decisions	As long as company operates