

## Data Retention Periods Information Sheet

Under Data Protection Legislation it can be considered a Data Protection Breach to either:

a) Not retain Data for a reasonable period of time if required

or;

b) to retain data for longer than is reasonably necessary.

As such, ensuring you retain data in line with Statutory Retention periods of recommend best-practice is essential for ensuring compliance with Data Protection Legislation.

In the table below we outline some of the statutory retention periods and some recommended retention periods.

Category of Data	Recommended Retention Period
<i>Recruitment related data (CV's/Interview notes, references etc. )</i>	<i>12 months</i>
<i>Terms and conditions of employment</i>	<i>7 Years</i>
<i>Working time records (e.g. weekly working hours, rest breaks, Annual Leave etc.)</i>	<i>3 years</i>
<i>Payslips</i>	<i>3 years</i>
<i>Employee payroll and tax records</i>	<i>7 years from end of financial year</i>
<i>Employment permit records</i>	<i>5 years</i>
<i>Parental leave / force majeure leave records</i>	<i>8 Years</i>
<i>Paternity Leave</i>	<i>8 Years</i>
<i>Carer's Leave</i>	<i>8 Years</i>
<i>Records of employees under 18 years of age (name, date of birth; working hours; pay details; written permission)</i>	<i>3 years</i>
<i>Medical records (medical certificates; occupational health assessments; RTW interviews)</i>	<i>6 years</i>

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