



HR Record Retention Requirements – Poland

POLAND			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS			
Contracts (new hire agreements, severance, etc.)	Dependent on date of hire: - After January 1, 2019: Minimum 10 years - Between January 1999 - December 2018: Minimum 50 years, or shortened minimum of 10 years if submit information report to Social Security Institution (starting from the end of calendar year in which report was submitted) - Before 1999: Minimum 50 years	10 year period: from end of calendar year after employment contract was terminated or expired 50 year period: from employee termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018), Art. 7 The Labor Code, Art. 94, 9b Act on Pensions from Social Security Fund, Art. 125a, 4a Act on National Archiving System and Archives, Art. 51u, 1 (binding before 2019)
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	See "Contracts" section, above Disciplinary measures: Penalty is deemed to be of no effect and the penalty notice should be removed from the employee's personal file after one year of faultless work	See "Contracts" section, above	See "Contracts" section, above Disciplinary measures: The Labor Code, Art. 113 § 1
Data and personnel files	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Government verification records (work papers, immigration, eligibility to work, etc.)	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
EMPLOYMENT RECORDS (continued)			
Collective bargaining/union	Maximum: Only retain personal data as long as necessary for purpose	From creation	Best practice based on GDPR
Background checks and drug tests	Where legally allowed, retain only as long as necessary to complete hiring process (or as required for binding laws);	From creation;	Best practice based on GDPR;
	Alcohol/drug tests: Retain 1 year or up to binding conclusion of relevant court proceeding	Alcohol/drug tests: From conclusion of test	Act on Amendment of Labor Code, December 1, 2022 (new Art. 22[1c])
Acknowledgements, policy agreements and required notices	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	Applicants who are not hired: Only retain until conclusion of hiring process (note: some companies retain for up to 3 years from conclusion of hiring process, the statute of limitations for claims)	From creation	Best practice based on GDPR
	Applicants who are hired: Recruitment records are part of employee files (Follow schedule listed in "Contracts" section, above)		Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018)
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	Tracking/recordings (biometric, geo-location, online tracking): Retain only as long as necessary for purpose	From creation	Regulation of the Minister of Family, Labor and Social Policy on employee documentation (2018), § 3 point 2 (a)
	Camera and other monitoring (for allowed purposes): Maximum 3 months (may be extended in the event of legal proceedings). Employees must receive notice in advance.		Best practice based on GDPR The Labor Code, Art. 22 (2) § 3 - 4
Miscellaneous 1	Employee documentation regarding employees performing mining work and work equivalent to mining work: 50 years	From employee termination	Act on Amendment of Some Acts in Connection with Shortening the Period of Storage of Employee Files and their Electronicisation (2018), Art. 5

UKG HR COMPLIANCE ASSIST

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BENEFIT/PENSION/EQUITY RECORDS			
Benefits (plan documents, enrollment records)	General: 3 years	General: From termination of employment contract	Labor Code, Art. 291 § 1
	Private medical insurance records (if offered by employer): Minimum 6 years	Private medical insurance records: From contract's termination	Act on Accounting, Art. 74
			Tax law, Art. 70 § 1
Pension and retirement records	3 years	From termination of employment contract	Labor Code, Art. 291 § 1
Equity records	Minimum: during the existence of the company and 5 years after its liquidation/termination (i.e., until lapse of retention periods in Act on Accounting and Tax law)	From beginning of year following the financial year to which record relates	Commercial Companies Code, Art. 476 § 3
			Act on Accounting, Arts. 74 and 76
			Tax law, Art. 70 § 1, Art. 86 § 1
PAYROLL/WAGE/TAX RECORDS			
Payroll and wage data (payslips, etc.)	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Tax records	Minimum: 5 years	From beginning of year following the financial year to which record relates	Act of 29 September 1994 on Accounting, Art. 74

UKG HR COMPLIANCE ASSIST

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MEDICAL/SAFETY/LEAVE RECORDS			
Leave (family, medical, etc.)	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Injury and illness incident reports	Accident reports and related records: Minimum 10 years	From incident	The Labor Code, Chapter VII, Art., 234
Medical records	See "Contracts" section, above	See "Contracts" section, above	See "Contracts" section, above
Hazardous material and other exposure records	Medical records relating to radiation exposure: Category A workers (who may be exposed to a radiation dose exceeding 6 mSv in 1 year or an equivalent dose exceeding 15 mSv in 1 year for eye lense or 150 mSv in 1 year for skin and extremities) - Minimum: until employee reaches 75 years or, 30 years from last date of exposure	From termination of work in exposure conditions	Atomic Energy Act (2000), Art. 30, 3

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