

## Overview retention periods

Client data	Minimum retention period	Maximum retention period	Starting date
Frist and last name	3 years	6 years	Starts at the first contact moment
(Business) e-mail address	3 years	6 years	Starts at the first contact moment
Contact data	3 years	6 years	Starts at the first contact moment
Google Analytics		26 months	Starts at the first visit on our website

General and fiscal data	Minimum retention period	Maximum retention period	Starting date
Annual financial statement, audit report, etc.	7 years		From date of composition onwards
Profit and loss statement	7 years		From date of composition onwards
General ledger, debtors' records control, creditors records control, register of sales and purchases, stock administration, and payroll administration.	7 years		From January 1 <sup>st</sup> after composition onwards
Invoices with reference to sales tax	7 years		After drawing, i.e. reception.
E-mails related to operational management	7 years		From the drawing date onwards
Administration after dissolution of the legal person	7 years		After dissolution
Dividend statements	5 years		After drawing
Business real estate data	10 years		Following the year in which people started using it
Log files computer systems		6 months	
E-mail/internet-monitoring		6 months	

<b>Staff data</b>	Minimum retention period	Maximum retention period	Starting date
Application letters, - forms, correspondence concerning the application		Four weeks without permission of the candidate. One year with permission of the candidate.	After the end of the application procedure.
Employment contract and changes		2 years	After employment
Correspondence about appointments, promotion, demotion, and dismissal.	2 years		After employment
Reports of performance appraisals	2 years		After employment
Payroll tax statements and copies of identity documents	5 years		After employment
Agreements concerning salary and employment conditions	7 years		After employment
Civil status employee	7 years		After employment
Early retirement arrangement		2 years	After employment
Distrain on wages		Until abolition	
Data concerning ethnicity and origin	5 years		After employment
Identity papers of third parties hired foreigners for which a work permit has been granted	5 years		Expiry calendar year in which work has been terminated by hired foreign national.