GLOBAL REQUIREMENTS FOR PERSONNEL RECORDS: A SURVEY OF LAWS AND REGULATIONS

By

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INTRODUCTION

This report identifies and summarizes legal and regulatory requirements for content, storage, retention, and use of records that contain information about employees, a category of recorded information that is created and maintained by virtually all businesses, government agencies, and not-for-profit organizations.[1] The report is intended for records managers, information governance specialists, human resource professionals, compliance officers, attorneys, risk managers, and others who develop policies and procedures for creation, storage, retention, use, and disclosure of personnel records in specific countries where such records are created or maintained.

For purposes of this report, personnel records are broadly defined to include any data, documents, or other recorded information that employers maintain about individual employees in any format for any business purpose. Personnel records may contain personal information that identifies an employee or job-related information that relates to the employee's position and duties. Sometimes described as personnel files, personnel records may be stored in paper or electronic folders that are identified by an employee's name, but personnel records also include databases, registers, notebooks, reports, and related documents that contain information about an organization's employees. Depending on the circumstances, personnel records may contain information about one employee or multiple employees, but the employees must be individually identified. Management reports, regulatory submissions, or other records that consist of statistical compilations of information about employees in aggregate are out of scope.

This report is limited to personnel records that are covered by labor laws and regulations, which are the principal sources of recordkeeping requirements. The report omits employee information that is contained in pension records, which are covered by social services legislation, and workplace injury or illness records, which are covered by occupational safety and health regulations. The report also omits payroll records, which are generally covered by accounting

[1] This report is intended as a companion piece to the author's previous report on legal and regulatory requirements for accounting records, which was published by the ARMA International Education Foundation in 2019. Compared to the report on accounting records, this report required more extensive research and much greater time and effort to identify relevant laws and regulations.

and tax laws, although the report does encompass wage registers and similar records that are mandated by labor laws and regulations. The report is further limited to legal and regulatory requirements for personnel records maintained by employers about their own employees.[2] Employee information maintained by regulatory bodies, labor courts and tribunals, employment agencies, labor unions, or other groups is out of scope.

Types of Recordkeeping Laws

The report identifies and summaries recordkeeping requirements that are specified in the following types of laws and regulations:

- Employment Legislation: Labor laws and regulations specify the types of recorded information that employers must maintain about their employees. Such laws and regulations may also specify how long personnel records must be kept and the conditions in which they are to be stored, used, or disclosed. Most countries have a unified labor code, sometimes termed an employment code or general labor law, that consolidates all or most recordkeeping requirements in a single legal instrument, which may be supplemented by rules or regulations that specify how the requirements will be implemented. These labor codes are relatively easy to identify and locate online using straightforward search methods. For English-speaking countries, a Google search for the phrase "labor code" followed by the country name is typically sufficient. Where English is not the official language, labor code should be translated into an appropriate equivalent—code du travail (French), codigo de trabajo (Spanish), or codigo do trabalho (Portuguese), for example. Unified labor codes are the principal sources for personnel recordkeeping requirements in countries that have them. In countries that lack a unified labor code, recordkeeping requirements are scattered in multiple labor laws, regulations,

[2] In many countries, each employee has an employment record book that is collected by the employer on the first day of work and returned to the employee, with updated information about the employee's work history, when the employment relationship terminates. Labor laws and regulations may prescribe format, content, and handling requirements for these employment record books, but they are considered the personal record of an employee's work history rather than a type of personnel record that employers must create, maintain, and retain. As such, they are omitted from this report.

decrees, ordinances, and other sources, which must be individually identified, retrieved, and examined. In Ireland, for example, personnel recordkeeping requirements are presented in 18 laws and regulations, although that is an extreme case. Six to eight relevant laws and regulations is a more likely occurrence. Regardless of number, scattered legal instruments can be difficult to identify. In most cases, journal articles, legal web sites, or other secondary sources must be consulted to obtain a complete list for a given country.

- Electronic Recordkeeping Laws: Two-thirds of the countries covered in this report have a law—variously called an electronic transactions law, electronic commerce law, or electronic document law— that address the legal status of electronic records as acceptable substitutes for paper documents for any purpose for which the records might be intended, including satisfaction of record retention requirements and admissibility of records in evidence. Electronic recordkeeping laws apply to personnel records, provided they are not overridden by recordkeeping requirements specified in other laws. Because many electronic recordkeeping laws are based upon model laws developed by the United Nations Commission on International Trade Law (UNCITRAL), their provisions vary little from country to country. In most cases, electronic recordkeeping laws also address the evidentiary value of personnel records that contain electronic signatures. Some countries have electronic signature laws that deal specifically with digitally signed documents as substitutes for documents with handwritten signatures, but those laws do not address the legal status of electronic records in general.

- Data Protection Laws: Two-thirds of the countries covered in this report have data protection or privacy laws that specify requirements and restrictions for collection, retention, and disclosure of information that identifies a given person. These laws apply to personnel records that contain personally identifiable information about an organization's employees. As with electronic recordkeeping laws, data protection laws vary little from country to country. They are generally modeled on Directive 95/46/EC of the European Parliament or, increasingly, its successor, the General Data Protection Regulation (GDPR).

- Civil Codes: Most labor laws and regulations specify statutes of limitations for claims related to breaches of employment contracts, unfair dismissal, unpaid wages, and other violations of labor laws, but the limitation periods for specific infractions may be specified in a country's civil code.

For each of these categories, the report identifies and summarizes legal and regulatory requirements for personnel records without analysis. Interpretation of the cited laws and regulations in the context of specific business operations is the reader's responsibility.

Geographic Scope

This is a global report. It surveys legal and regulatory requirements for personnel records in every country in the world for which information was available to the author. According to Article 1 of the Montevideo Convention on the Rights and Duties of States,[3] which establishes the definition of a state under international law, a country is a sovereign entity with defined territorial boundaries, a permanent population, an established government, and the capacity to enter into relations with other sovereign entities. Depending on the source, the number of countries in the world ranges from less than 195 to more than 200. At one extreme, the ISO 3166 standard[4] lists 249 countries, but many of the listed entities are dependent territories and special areas of geographic interest rather than sovereign states. At the low end of the range, the United Nations has 193 member countries,[5] but over 200 non-member countries are recognized by at least one U.N. member. Examples of widely recognized entities that are not U.N. members include Taiwan (officially, the Republic of China), which has formal diplomatic relations with 20 U.N. member states; Kosovo, which is recognized by 108 U.N. members; and Western Sahara

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[3] The full text of the Montevideo Convention is available at various web sites, including https://www.ilsa.org/Jessup/Jessup15/Montevideo%20Convention.pdf.

[4] *Codes for the Representation of Names of Countries and their Subdivisions* is issued in separate parts for countries, subdivisions, and former names of countries. The listed countries and their codes can be viewed online at https://www.iso.org/obp/ui/#search.

[5] For the most recent list, see http://www.un.org/en/member-states/.

(officially, the Sahrawi Arab Democratic Republic), which has formal diplomatic relations with 40 U.N. member states. The U.S. State Department lists 195 independent countries, but a longer list includes dependencies and areas of special sovereignty with which the U.S. has bilateral relations.[6]

This report covers 194 sovereign states that meet the criteria defined in the Montevideo Convention —192 U.N. member states plus Taiwan and Kosovo. Sufficient information about recordkeeping requirements could not be obtained from primary sources—that is the actual text of laws and regulations rather than summaries of recordkeeping requirements contained in books, articles, and other secondary sources—for the Democratic People's Republic of Korea (North Korea), the only U.N. member state that is not included. The Holy See, a U.N. non-member observer state that meets the criteria defined in the Montevideo Convention, is omitted because Vatican City has a noncommercial economy.[7] Palestine, which is also a U.N. non-member observer state, is omitted because its territorial boundaries have not been formally established. In addition to sovereign states, the report covers recordkeeping laws and regulations in eight dependent territories: Bermuda, Cayman Islands, Gibraltar, Guernsey, Hong Kong, Isle of Man, Jersey, and Macau. These dependent territories were selected because various multinational and transnational organizations operate within their borders.[8] Because these dependent territories have a degree of autonomy, their recordkeeping laws and regulations may differ from those of the sovereign states that control them.

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[6] See https://www.state.gov/misc/list/index.htm

[7] The Statute of the Labor Office of the Apostolic See, which is responsible for matters related to the employment community in Vatican City, contains no recordkeeping requirements but it does specify a 5-year statute of limitations for labor disputes. https://www.vatican.va/roman_curia/labour_office/docs/documents/statuto_ulsa-working-translation_en.html

[8] Multi-national organizations are headquartered in one country but have branches or subsidiaries in other countries. Transnational organizations have distinct, autonomous operations in multiple countries. While multinational and transnational operations are closely associated with corporations and partnerships, many universities, scientific and medical research organizations, foundations, scholarly and professional associations, cultural institutions, philanthropic organizations, charities, religious groups, and other not-for-profit entities maintain personnel records in multiple countries.

Organization and Content of Country Entries

This report is organized as a series of entries for individual countries and dependent territories. The entries are arranged alphabetically using the name by which each country or dependent territory is commonly known in English, with a few exceptions. Each entry begins with the following basic information: the official name of the country or dependent territory (in English), its official language(s), and its type of government (unitary or federated as defined below). The laws and regulations cited in this report are published in the official language of a country or dependent territory, but some countries and dependent territories also issue translations in other languages. Countries with multiple official languages may issue laws and regulations in one or more of them.

Most of the countries and all the dependent territories covered by this report are unitary states with a centralized government that issues laws, regulations, ordinances, and other legal instruments that apply to the entire country or territory. The authority of subnational jurisdictions, where they exist, is limited to administrative matters that do not impact recordkeeping. In federated countries, by contrast, the national government shares power with subnational jurisdictions, which may pass laws that specify recordkeeping requirements for matters that come within their authority. Of the 194 sovereign nations covered by this report, 26 are federated countries.

All the unitary states covered by this report have national laws and regulations that specify requirements for personnel records. Most federated countries have national laws that specify requirements for personnel records, but subnational jurisdictions may pass laws or regulations with additional recordkeeping requirements. Such subnational requirements are outside the scope of this report.[9] Coverage of federated countries is limited to national laws and regulations, but subnational legislation can have an impact on recordkeeping practices in some

[9] Inclusion of subnational jurisdictions would have more than doubled the size of the report and required access to some laws and regulations that are not readily available online. In North America, for example, the U.S. has 50 states plus the District of Columbia and 5 self-governing territories, Canada has 10 provinces and 3 territories, and Mexico has 31 states. India has 28 states and 8 Union territories. Australia has 6 states, 3 internal territories, and 7 external territories.

jurisdictions. In the United States, for example, most state laws and regulations for personnel recordkeeping mirror federal requirements, but some states impose their own requirements for personnel records in specific situations.

For each country and dependent territory, the report identifies and summarizes requirements for personnel records in the following categories:

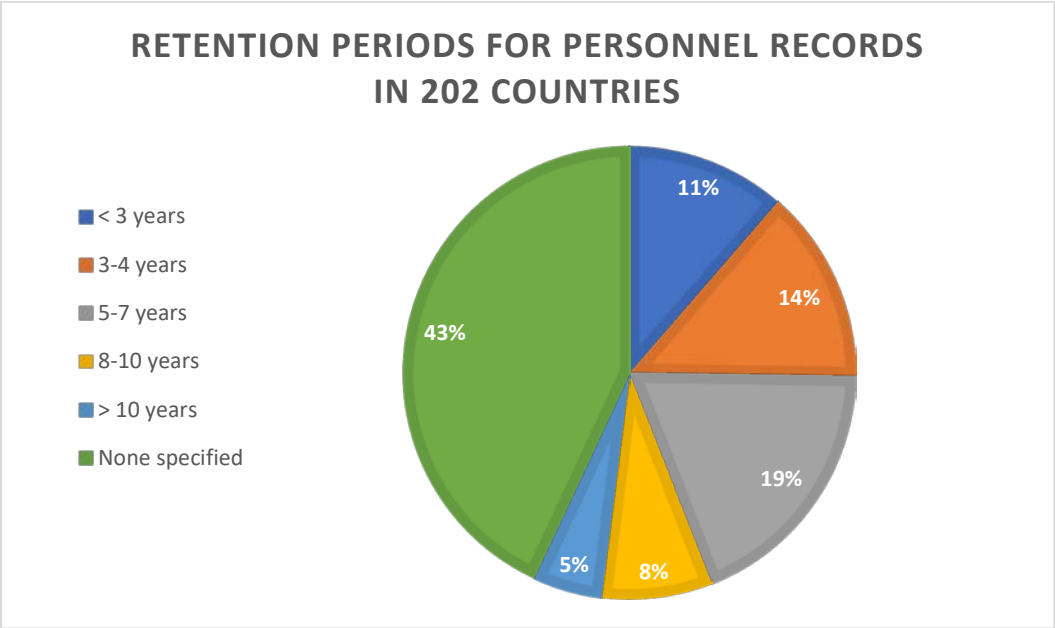
- Content: Employers in every country and dependent territory are required to maintain personnel records that document an employment relationship with individual workers. With one exception, the countries and dependent territories covered by this report have laws and regulations that specify one or more types of information that must be created, collected, and maintained about individual employees.[10] In many organizations, records pertaining to individual employees are collected in paper or electronic personnel files, which may be centralized in a human resources department or maintained by individual business units. While that practice is compatible with operational needs, only 28 countries—less than 15 percent of the total—have laws or regulations that require or imply that employers maintain a separate file for each employee.[11] That requirement is particularly encountered in Middle Eastern countries and, to a lesser extent, in Eastern European countries. More commonly, laws and regulations require employers to keep one or more registers, ledgers, logs, notebooks, or other records that contains specified information about individual employees, including the name, address, date of birth, gender, job title or description of duties, qualifications or certifications, working hours, work location, leave entitlement, remuneration, starting date, and termination date. Reflecting the close relationship of personnel and payroll operations, laws and regulations in many countries require employers to keep separate registers of hours worked, including overtime hours, and leave taken by individual employees and the

[10] The exception is the Republic of the Marshall Islands, which formerly had a law that specified the types of information that employers must maintain about their employees, but that law was repealed and not replaced.

[11] The countries are Afghanistan, Angola, Bahrain, Bangladesh, Bulgaria, Cuba, Czech Republic, Egypt, Estonia, Iran, Iraq, Jordan, Kuwait Lithuania, Luxembourg, Mozambique, Oman, Poland, Qatar, Russia, Slovakia, Sudan, Switzerland, Syria, Togo, Turkey, Ukraine, and the United Arab Emirates.

wages paid on specific dates. Separate registers may likewise be required for information about underage employees and their parents or guardians. Labor laws in all countries specify requirements for written employment contracts, but less than one-third of those laws require employers to keep copies of signed contracts, although it is obviously prudent for them to do so. In countries with data protection laws, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Some labor laws and regulations likewise prohibit excessive collection of personal information, including employees' political or religious affiliations. In some countries, each employee has an employment record book that is collected by the employer on the first day of work and returned to the employee when the employment relationship terminates. While labor laws and regulations may prescribe an employer's responsibility for handling, storing, and updating these books, they are considered the personal record of an employee's work history rather than a type of personnel record.

- Retention: The following chart summarizes the distribution of retention periods for personnel records as specified in global labor laws and regulations:



Labor laws and regulations in 87 of the countries and dependent territories covered by this report do not specify retention requirements for personnel records. That accounts for 43 percent of the 202 countries and dependent territories covered by this study, although 49 of those countries and dependent territories do have a data protection law that prohibits the continued retention of personal information that is no longer needed for the purpose for which it was originally created or collected. Labor laws and regulations in 10 countries specify a retention period of 50 years or longer for personnel records. Seven of those countries specify permanent retention for all or most personnel records, but five of the countries also have a data protection law that prohibits excessive retention of personal information that is no longer needed for the purpose for which it was originally created or collected. Data protection laws provide exceptions for personal information that warrants permanent preservation for historical or scientific research but is not clear whether or to what extent this might apply to personnel records.[12] In the remaining countries, which account for more than half of the total, non-permanent retention periods for personnel records range from less than 3 years (actually less than 1 year in several countries) to 10 years. These retention requirements presumably correspond to the period that personnel records are subject to examination by labor inspectors or other government officials, but it is difficult to generalize because the trigger events vary by record type. Where working hours, wages paid, leave taken, or other information about multiple employees is recorded in a register, log, or notebook with a finite number of pages, the retention period begins with the date of last entry, which may be years after the first entry was made. For personnel files, employment contracts, apprenticeship agreements, and other records that pertain to individual employees, the retention period typically begins with the end of the employment relationship. For a multi-national or transnational organization that wants a uniform retention rule that complies with laws and regulations in all countries where it

[12] Personnel records may have scholarly value for historians, genealogists, biographers, labor economists, sociologists, statisticians, or others, but research use of such records raises significant data protection and personal privacy issues. Some archival agencies make personnel files available to researchers 100 years or a similarly long period of time after termination of employment. Otherwise, a researcher must provide written permission or proof of death of the subject of the file.

has employees or might have them in the future, personnel records for individual employees should be kept for 10 years after termination of employment with exceptions made for the 10 countries that require longer retention.[13] Registers, log books, or other records that contain information about multiple employees should be kept for 10 years after the final entry. As is customary with uniform rules that encompass multiple jurisdictions, this will result in over-retention for records maintained in some countries, which may violate data protection laws that prohibit retention of personal information that is no longer needed for the purpose for which it was collected. If a shorter uniform retention period is desired, 7 years after termination of employment or 7 years after the final entry will comply with legal requirements in three-quarters of all countries and dependent territories, with exceptions required for the 26 countries with retention requirements longer than 7 years.

- Format: Some labor laws and regulations specify the format – in a bound volume without blank pages or in ink without erasures, for example – in which personnel records must be created, stored, and retained, but most do not. Most labor laws and regulations do not specify format requirements or restrictions for personnel records, but some of them are written in a way that implies paper-based recordkeeping. This is particularly the case with labor laws and regulations that pre-date widespread computerization of business operations, although a requirement that a record must be in ink can presumably be satisfied by a printout from a computer database or other electronic source. Some labor laws and regulations specify that electronic records are acceptable alternatives to paper documents to satisfy certain recordkeeping requirements, but such provisions are not typical and, where present, they are limited to a narrowly defined subset of personnel records. In this respect, labor laws and regulations contrast sharply with national accounting laws, which acknowledge the prevalence of computerized recordkeeping, but electronic transaction laws establish a legal basis for creation and retention of personnel

[13] In some countries, employers are obligated to provide former employees with a written confirmation of their employment for a specified period following termination. In Finland, for example, that time is 10 years. Employers must retain sufficient personnel records to enable them to meet this obligation.

records in electronic form. As noted above, two-thirds of the countries and dependent territories covered by this report have laws and regulations that recognize electronic records as legally acceptable alternatives to paper documents for creation, storage, and retention of information that is required to be in written form unless paper records are required by law, but certain conditions must be satisfied. The electronic records must be readable throughout their retention periods. The integrity of the records must be maintained—that is, the records must be protected from unauthorized modification. The electronic records must be saved in the form in which they were sent or received or in a form that accurately represents their original form. Where relevant, information about the date when the records were sent or received must be preserved. For legal proceedings, electronic recordkeeping laws also affirm the probative equivalence of paper and electronic records.

- Storage Location: Labor laws and regulations in 27 countries, about 13 percent of the 202 countries and dependent territories covered by this report, require employers to keep certain personnel records at a worker's place of employment or, if that is not practical, at the employer's domestic headquarters or other principal place of business in the country. This is presumably done to make the records available for examination by labor inspectors during unannounced visits, which is a requirement of most labor laws and regulations. In countries with data protection laws, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions. This may constrain the implementation of an enterprise-wide human resources information system, enterprise-wide content management system, or other global recordkeeping system that consolidates personnel information from branch offices or satellite locations in a single repository that resides on a server located in a country that lacks adequate data protection laws.

- Access and Disclosure: As noted above, most labor laws and regulations require employers to make employment records available for examination by labor inspectors or other government officials. Few labor laws and regulations impose other requirements or restrictions on access to or disclosure of employee information. In a few countries, labor

laws and regulations give employees access to selected information that their employers maintain about them. Broader access rights and disclosure restrictions are provided by data protection laws, which give employees access to their personal information and limit disclosure to purposes for which the information was originally collected.

- Dispute Resolution: Labor laws and regulations in 193 of the 202 countries and dependent territories covered by this report specify time limits for legal proceedings related to unfair dismissal, unpaid wages, unpaid leave, discrimination, or other employment matters.[14] Depending on the country, employment disputes may be adjudicated by a civil court, an industrial tribunal, or a labor mediation or arbitration authority. In some countries, labor laws and regulations require employers and employees to attempt to settle labor disputes amicably before claims can be submitted to a higher authority. Organizations are not obligated to retain records that may be relevant for legal proceedings that are not pending or imminent, but it is widely considered prudent to keep personnel records until applicable limitation periods for employment disputes elapse to ensure that information will be available for resolution of such disputes. Depending on the country and the alleged violation, limitation periods for employment claims range from 21 days to 10 years, but the limitation period is 3 years or less in three-quarters of the countries. Short limitation periods have limited impact on retention decisions, but complications arise from variations in the starting point for the limitation period, which depends on the type of violation. The limitation period for unfair dismissal usually begins with an employee's receipt of a termination notice, while the limitation period for other violations of employment law begins with the cause of action, such as the date that unpaid wages became due. In some countries, however, the limitation period for all legal disputes begins with termination of the claimant's employment. If an organization wants a uniform retention rule that is compatible with limitation periods for labor disputes in most countries where it has employees or might have them in the future, personnel records for individual employees should be kept for 10 years after termination of employment.

[14] The exceptions are Bhutan, Iran, Jersey, Laos, Macau, Nigeria, San Marino, Somalia, and Swaziland.

A Note on Legal Sources

Entries for individual countries and dependent territories include citations to the labor laws and other legal sources from which recordkeeping information was derived. The titles of applicable laws or regulations are given in English, accompanied by references to the articles, sections, or other passages that specify recordkeeping requirements summarized in individual entries. Citations are limited to laws and regulations that are directly relevant and were utilized to prepare a given entry. Citations to laws and regulations that were examined but not utilized to prepare the individual entries are omitted.

Because the entries for individual countries and dependent territories summarize rather than fully reproduce recordkeeping requirements, the full texts of cited laws and regulations must be consulted for complete information. With very few exceptions, links are provided to the applicable texts, which are available online through web sites operated by government agencies or other organizations. All the links worked reliably when this report was prepared, but it is highly likely some of them will become invalid within a three-year period as government agencies and other sources update their web site.

Where possible, links direct the reader to laws and regulations in English, which is the official language of legislation in over 80 countries and dependent territories covered by this report. For other countries and dependent territories, links are provided to English translations from a reliable source where available. Otherwise, a link to the vernacular text is provided.[15]

This report is current as of the date it was written. The cited items are the latest versions of laws or regulations, but a cited law or regulation may be amended, consolidated, or rescinded as time passes. Whenever possible, the links point to online sources that are automatically updated to incorporate the most recent changes to a law or regulation.[16] Even so, a search should be conducted to determine whether the revision of a given law or regulation post-dates this

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[15] Some countries publish English translations of their laws and regulations, but those translations are considered unofficial. As a cautionary note, such English translations may not incorporate the latest amendments to a law or regulation.

[16] Based on the author's experience researching international recordkeeping requirements over a 10-year period, amendments rarely change recordkeeping requirements, but they may cause the articles, sections, or other passages that specify such requirements to be renumbered.

report. In most countries and dependent territories, amended laws and regulations have the same titles and identifying numbers as their predecessors.

Finally, it is important to note that recordkeeping requirements presented in this report are based exclusively on legal and regulatory mandates. The citations are intended as a starting point for an organization's recordkeeping decisions, which may ultimately be based on non-legal considerations.[17] Even then, however, recordkeeping requirements specified in laws and regulations establish a compliance baseline that must be considered.

[17] Operational rather than legal considerations are often the determining factor in retention decisions for personnel records. Personnel files of former employees may be consulted to fulfill requests for verification of employment, which some organizations will do for a limited period of time following termination, or when a terminated employee is considered for rehiring, in which case it is useful to have information about prior performance and problems available for some years after termination of employment. In some countries, organizations may retain personnel records for long periods of time to verify eligibility for pension benefits, but the laws and regulations covered by this report do not mandate that practice.

COUNTRIES AND DEPENDENT TERRITORIES

AFGHANISTAN

Official name: Islamic Republic of Afghanistan
Official language(s): Pashto, Dari
Type of government: Unitary

- Content: An employee's file must include the employee's age at the time of recruitment, information about rewards and disciplinary actions, attendance records, unjustified absences exceeding 10 consecutive days, and pre-employment physical reports for persons under 18 years of age. Personal record files must be maintained for all civil servants, including civil service contractual workers. Rewards and commendations must be entered into the service records of civil servants.

- Retention: Labor laws and regulations do not specify retention periods for employee information. Employers must return papers and certificates received from laborers.

- Format: A draft law will allow an electronic record to satisfy recordkeeping requirements if it is retained in the format in which it was generated, sent or received, or in a format that accurately represents the information; it is accessible for reference when needed; and the origin, destination, date, and time can be identified. The draft law also provides that electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Labor laws and regulations do not specify access or disclosure restrictions for employee information. Afghanistan does not have an omnibus data protection law that gives employees access to personal information maintained about them, but civil servants and contractual workers have the right to appeal a prohibition on access to their own records.

- Labor Disputes: The limitation period for claims related to labor contracts is 1 year from termination of the contract.

ALBANIA

Official name: Republic of Albania
Official language(s): Albanian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, work location, job description, starting date, leave entitlement, working hours, and remuneration. An employer must keep a register of all employees. The register must include monthly payroll information, the date of commencement of work, holidays due and vacation days taken, the salary for paid annual vacations. Employers must not collect information about an employee unless it relates to the employee's job skills or is necessary for performance of the contract. Employers must keep a copy of a foreign employee's residence permit. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee information. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employee registers must be available for inspection by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation, including employment-related disputes, is 10 years.

ALGERIA

Official name: Federal People's Democratic Republic of Algeria
Official language(s): Arabic, Tamazight
Type of government: Unitary

- Content: An employer must maintain a personnel register that lists each worker's name, gender, birth date, address, position, date of hiring, and date and reason for termination; a register of foreign workers that lists each worker's name, date and place of birth, nationality, date of entry into Algeria, position, date of hiring, and date and reason for termination; a payroll journal that lists each worker's name, position, and base pay; a register of paid leave that lists each worker's name, position, and dates of leave; and a workplace accidents register that lists the names of injured workers and provides information about the accident. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee registers and journals must be retained for 10 years from the date of closure. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements for employee information.

- Location: Labor laws and regulations do not specify storage locations for employee information. International transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employee registers and journals must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The 10-year statute of limitations for contract-related litigation does not apply to employment-related disputes, which are handled by an arbitration process.

ANDORRA

Official name: Principality of Andorra
Official language(s): Catalan
Type of government: Unitary

- Content: For minors, employee records must include proof of identity, age, and certificates of periodic medical examinations. For apprentices, employee records must include proof of identity and medical certification that the apprentice does not have an illness, and the name of the person responsible for the apprentice's training and safety. For foreign workers, employee records must include the immigration authorization. Salary information must be kept for each worker, as well as a timetable signed by the employee indicating hours worked. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Medical certificates for examination of minors must be kept on file for 3 years. Salary information must be retained for 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy legal requirements for written information. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for an employer's violation of labor laws is 6 months to 2 years, depending on the seriousness of the infraction. Andorra does not have a general statute of limitations for civil litigation.

ANGOLA

Official name: Republic of Angola
Official language(s): Portuguese
Type of government: Unitary

- Content: Personnel files must include records of professional or vocational training provided by an employer, receipts signed by the worker confirming that wages were paid, a written summary of interviews for disciplinary proceedings, an employee's disciplinary history for the most recent 5 years, and a record of overtime hours. Employers must also maintain up to date work schedules for employees, but this does not to be included in an employee's personnel file. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements for employee information.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation is 20 years. The statute of limitations for wage and salary disputes is 2 years.

ANTIGUA AND BARBUDA

Official name: Antigua and Barbuda
Official language(s): English
Type of government: Unitary

- Content: Every employer must maintain an accurate record of the latest hiring date for each employee and an accurate record of the hours and dates worked, leave taken, and wages for each employee for each pay period. Every employer in an agricultural or industrial undertaking and every shipmaster must keep a register of all employees under age 18. The register must include the names, addresses, birth dates, and employment dates for such persons. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee records that indicate dates and hours worked, leave taken, and wages for a given pay period must be retained for a minimum of 18 months. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employers must give employees access to records related to their hiring date, hours worked, leave taken, and wages paid. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 6 years.

ARGENTINA

Official name: Argentine Republic
Official language(s): None (Spanish de facto)
Type of government: Federated

- Content: Employers must keep a worker registration book that contains the name, marital status, date of hiring and termination, remuneration assigned and received, and eligibility for family allowances for each employee. These records cannot be altered. Results of pre-employment and periodic medical examinations must be recorded in an employee's health file. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Laws and regulations do not specify retention periods for employee information. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Laws and regulations do not specify format requirements for employee information.

- Location: Laws and regulations do not specify storage locations for employee information. International transfer of employee records that contain personally identifiable information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unpaid wages, unjust termination, or other employment matters is 2 years.

ARMENIA

Official name: Republic of Armenia
Official language(s): Armenian
Type of government: Unitary

- Content: Employers must keep copies of employment contracts. To conclude an employment contract, an employer must obtain identification documents, education certificates, and results of a medical examination where applicable. Written consent of parent or guardian is required for juvenile employees. Employers must maintain a work book for each employee. The work book must include the employee's name, family name, and date of birth; the period of work as specified in the employment contract; the basis for termination of the employment contract; and the position held or work performed. No other information is permitted in the work book. Hours worked by each employee, including overtime, must be recorded in a log. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Employee work books must be kept in the main place of work. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected. Unless mandated by legislation, disclosure of records related to salary or conditions of employment requires the consent of the employee.

- Labor Disputes: The general statute of limitations for claims related to violations of the labor code is 3 years. The limitation period for disputes related to changes in working

conditions, suspension of an employee, or termination of employment is one month from the date that an employee is notified by the employer.

AUSTRALIA

Official name: Commonwealth of Australia
Official language(s): None (English de facto)
Type of government: Federated

- Content: Employers must maintain records that include the name, starting date, employment status (full- or part-time, temporary, or permanent), pay rate, gross pay and deductions, incentive payment information, leave accruals, pension contributions, and termination date and reason for each employee. Employees must also maintain weekly time and wage rosters for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee records and pay rosters required by law must be retained for 7 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Records that contain employee information must be kept in a format that is legible and readily accessible by an inspector. Pay slips may be in electronic or hard copy form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not mandate a storage location for records that contain employee information, but such records must be available when requested by an active or former employee. If records are stored at the place of work, they must be available for on-premises inspection within 3 business days. If they are stored elsewhere, a copy must be available at the work location as soon as practicable. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Active and former employees have access to records that contain their personal information. Access to employee records that contain confidential personal information about employees must be limited to authorized persons in compliance with the reason for which the information was collected or processed. Disclosure of personal information to third parties requires written consent of the employee. Unless mandated by legislation, disclosure of records related to salary or conditions of employment requires the consent of the employee.

- Labor Disputes: The limitation period to file a complaint related to general protections or unfair termination of employment with the Fair Work Commission is 21 days in most cases. Limitation periods for civil litigation related to employment disputes are specified by states and territories.

AUSTRIA

Official name: Republic of Austria
Official language(s): German
Type of government: Federated

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must maintain a service record for each employee that includes the name, address, hiring date, termination date, work location, salary and special payments, normal working hours, overtime work, the duration of paid leave, the dates when the leave was taken, the amount of payment the employment received for the period of paid leave, and the date of payment. Employers must also keep records regarding the observance of rest periods by workers. Employers that hire temporary workers must maintain records of each worker's name, date of birth, gender, nationality, starting date, and ending date. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to temporary workers must be retained for 5 years from the date of last entry. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Records of working hours of mobile railway workers and employees of inland navigation companies must be retained for 1 year. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Laws and regulations do not specify format requirements for records that contain employee information. Electronic records have the same probative effect as paper records.

- Location: Working time records for employees of inland navigation and maritime companies must be kept on board the applicable vessel. Laws and regulations do not specify storage locations for other records that contain employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.
- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal

information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for civil claims related to wages and reimbursement of employment-related expenses is 3 years. Many employment-related disputes are handled by works councils where applicable.

AZERBAIJAN

Official name: Republic of Azerbaijan
Official language(s): Azerbaijani
Type of government: Unitary

- Content: Employment contracts must include the working place, position, job description, working hours, salary, vacations, and other terms of employment. A service record for each employee must indicate the hiring date, position, termination date, and the reason for termination of employment. Employers must keep a register of employment contracts and records of the actual working time of each employee, including overtime and leave taken, and of the wages, bonuses, and other payments. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep employment contracts for 5 years after termination. If an enterprise is liquidated, the employment contracts must be transferred to the state archive. Records related to leave taken by an employee must be retained until termination of employment. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: The register of employment contracts may be kept as a bound journal or in computerized form. The format for other employee records is determined by the employer. Generally, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: An employee's service record must be kept at the workplace. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employers must give employees a copy of their work records upon termination of employment. An employee's work records cannot be sent to a third party without the employee's written consent, but a positive recommendation can be sent to a third party without approval, although the employee must be told where the information was sent.

According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for filing a claim for an individual labor dispute is 1 month from the date that an employee learns about the violation on which the claim is based. The statute of limitations for civil litigation related to contracts is 3 years.

BAHAMAS

Official name: Commonwealth of the Bahamas
Official language(s): English
Type of government: Unitary

- Content: Employee records must include the name, address, age, wages, hours worked, annual vacations, and other conditions of work. Records for apprentices must include the remuneration, time worked, and any reports on the apprentice's work. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records that confirm compliance with minimum wage requirements must be retained for 3 years. Records related to apprentices must be retained for 12 months following termination of the apprenticeship. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination when a government inspector visits the place of employment. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation related to remuneration or contract matters is 6 years from the cause of action. The limitation period is 1 year from the cause of action for alternative dispute resolution through the Conciliation Service of the Department of Labor.

BAHRAIN

Official name: Kingdom of Bahrain
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must maintain a file for each worker that indicates the name, address, age, marital status, nationality, occupation, qualifications and experience, hiring date, current wage and modifications to wages, leave taken, sanctions imposed, termination date, and the reason for termination. The file must also include the minutes of investigations conducted, performance reports prepared by the employee's supervisor, illness that predate employment, injuries and disabilities resulting from work, and any other records related to the worker's service. Employers must keep a register of monetary sanctions imposed on workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: An employee's file must be retained for 2 years following expiration of the employee's labor contract. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Individual employment disputes are handled by a conciliation process. If no agreement is reached, the dispute is referred to the higher civil court. The limitation period

for initiation of claims for compensation due to termination of a labor contract is 30 days from the date of termination. The limitation period for claims by a worker or the worker's heirs for payment of wages is 5 years from the cause of action.

BANGLADESH

Official name: People's Republic of Bangladesh
Official language(s): Bengali
Type of government: Unitary

- Content: An employer must maintain a personal file for each worker. Every employer must provide each worker with a service book and collect the worker's service books from prior employment. A service book must contain the names of the worker and the worker's parents, the worker's address and date of birth, the worker's height and weight, the worker's blood type, the period of employment, the occupation, the wages and allowance, the amount of leave, the worker's conduct, a photograph of the worker, and other information. Much of the same information is included in a worker's letter of appointment. Employers must also maintain a register of workers that includes each worker's name and date of birth, the names of the worker's parents, the date of appointment, the nature of the work, and the working hours and rest periods. Employers must keep a muster-roll of laid-off workers who are available for work. Employers must maintain a register of fines, wage deductions, and other penalties imposed on workers. Employers must keep certificates of age and competence for adolescent workers.

- Retention: An employer must keep a worker's service books until termination of employment, at which time they are given to the worker. Registers of wages, leaves, and other matters must be kept for 3 years.

- Format: Service books must be maintained in bound paper or digital form. If the workers' register is maintained digitally, a printed copy must be produced. Records of wages can be kept in digital form, but workers must sign printed copies of payment records. The worker's register must be maintained in a prescribed format. The worker's leave register can be kept in digital form, but a printed copy must be inserted in an employee's personal record. Except where paper records are mandated, electronic records can satisfy retention requirements if they are accessible and usable for subsequent reference; the content and form of the record are as originally generated, sent, or received, or can be demonstrated to accurately represent the original record; and information identifies the origin, the destination, and the date and time of transmission or reception of the electronic record.

- Location: Laws and regulations do not specify storage locations for employee information, but employee records must be available for inspection by government officials during working hours.

- Access and Disclosure: Employment records must be available for examination by government officials. Laws and regulations do not specify other access or disclosure requirements for employee information.

- Labor Disputes: The statute of limitations for wage-related disputes to be adjudicated in labor court is 1 year from the cause of action. The statute of limitations for civil litigation related to written contracts is 6 years.

BARBADOS

Official name: Barbados
Official language(s): English
Type of government: Unitary

- Content: An employer must keep a record of each employee's starting date, basic wage, leave taken, and amounts paid for leave. An employer must keep a register of wage payments to every worker. An employer must keep a record of overtime hours worked by domestic employees. An employer must keep records related to the wages of workers in the sugar industry. An employer must keep records of the working hours, wages, and overtime work of shop assistants. An employer must keep a record of working hours and remuneration for apprentices and trainees. An employer must keep a register that indicates the names, addresses, birth dates, and employment dates for young persons working in industrial settings or on ships. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to working hours and remuneration for apprentices and trainees must be retained for 3 years from the date of last entry. Records related to wages of workers in the sugar industry must be kept for 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not specify storage locations for employee information. International transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for complaints related to unpaid wages, unfair dismissal, or other employment matters to be adjudicated by the Employment Rights Tribunal is 3 months from the cause of action. The limitation period is 6 months for complaints related to improper notice of termination of employment.

BELARUS

Official name: Republic of Belarus
Official language(s): Belarusian, Russian
Type of government: Unitary

- Content: Employment contracts must include the employee's work location, duties, hours of work and rest, and remuneration. An employer must maintain a workbook for each employee. The workbook contains information about the employee, the position, the dates of employment, wages and incentives, and reason for termination of employment. When a worker is hired, the employer must collect identity documents, military registration documents, the worker's employment record, documentation of the worker's education or training, rehabilitation requirements for disabled workers, a declaration of income and property, an insurance certificate, and a medical health certificate. An employer must keep time and attendance records that indicate the days and amount of time worked.

- Retention: Workbooks are given to employees upon termination of employment. The employer must retain a duplicate workbook and other employment records for 50 years.

- Format: Employee workbooks are maintained as bound volumes. Electronic records are generally equivalent to paper records and have the same probative effect provided their authenticity is established, and their integrity is assured, but Belarussian law does not explicitly state that electronic records can satisfy retention requirements.

- Location: Employee records must be kept at the main place of work by an employer's personnel office or another organizational unit. Employee records must be kept in a safe location.

- Access and Disclosure: Laws and regulations do not specify access or disclosure restrictions for employee information.

- Labor Disputes: The statute of limitations for employment-related complaints to be adjudicated by the Labor Dispute Commission is 3 months from the date that an employee learned or should have learned about the cause of action. For claims related to unfair dismissal, the limitation period is 1 month from termination of an employment contract. For civil litigation, the limitation period is 1 year from the claimant's discovery of the cause of action.

BELGIUM

Official name: Kingdom of Belgium
Official language(s): Dutch, French, German
Type of government: Federated

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. An employer must maintain a personnel register, which lists employees in chronological order by the hiring date, and an individual account for every employee. The individual account provides employment details and a listing of payments made to the employee. Employers must also keep attendance registers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Individual account records and employment contracts for a given employee must be kept for 5 years following termination of employment. Personnel registers and attendance registers must be retained for 5 years from the date of last entry. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: An employer can keep personnel registers and individual accounts in any format provided they are legible, and the format permits effective monitoring. Employment contracts and related documents can be maintained electronically. Electronic records can satisfy retention requirements. Electronic records and paper records have equivalent probative value.

- Location: The personnel register and individual accounts must be kept in Belgium. The employer must report the storage location to the Ministry of Employment and Labor in the district where the records will be kept. Employers who have all personnel in one location must keep the personnel register at that location. Otherwise, a separate register must be kept

at each workplace in addition to a central register. The separate registers can contain less detailed information than the central register. International transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for civil actions related to an employment contract is 1 year after termination of the contract or 5 years after the cause of action.

BELIZE

Official name: Belize
Official language(s): English
Type of government: Unitary

- Content: Employers must keep records showing the name, address, hours and dates of work, overtime rate, gross pay for each pay period and signatures for each pay period. The owner of a wholesale or retail business must keep registers of the hours of work, overtime hours, and annual leave for each shop assistant. Employers of public officers must keep records of their address, name, and contact information for next of kin, social security card, birth certificate, proof of citizenship, marital status, marriage certificate, divorce decree, oath of confidentiality, and record of service. Employers must keep records of remuneration sufficient to show compliance with equal pay requirements. Employers must keep a register of the names, birth dates, and hours of work for all women and employees under age 18. The master of a vessel must keep a register of the names and birth dates of all employees under age 16. Public contractors must keep wage books and time sheets related to the execution of a contract.

- Retention: Employee records must be available for inspection by government officials for a minimum of 2 years after they were made. Employers of workers to whom a wages council order applies must keep wage sheets or other records for 6 years to show compliance with the order.

- Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by government officials. Laws and regulations do not specify other access or disclosure requirements or restrictions for employee information.

- Labor Disputes: Employment disputes may be referred to an arbitration tribunal for settlement. The limitation period for civil actions related to wage disputes is 6 years.

BENIN

Official name: Republic of Benin
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a register of employment, but the content is not specified by law. Employers must keep a register of all employees under age 18. Records related to payment of wages must be kept under the same conditions as accounting records. Excessive collection of personal information is prohibited.

- Retention: Laws and regulations do not specify retention requirements for employee information. Employment records that contain personal information must not be retained longer than necessary for the purpose for which they were collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Employers must maintain registers at the place of employment. Employee records must be available for inspection by government officials. Transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Laws and regulations do not specify access or disclosure restrictions for employee information. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for legal actions related to payment of wages is 3 years from the date when the wages were due. The limitation period for severance pay and other forms of compensation apart from salary is 10 years.

BERMUDA

Official name: Bermuda (British Overseas Territory)
Official language(s): English
Type of government: Unitary

- Content: Employers must maintain records for each employee showing the name, address, gender, date of birth, dates of employment, and marital information. Employers must give each employee a written statement that contains the employee's name, hiring date, job title and brief description of the work, wages, working hours, leave entitlement, and other information about the terms and conditions of employment. Employers must also give each employee an itemized pay statement. Employers must keep records of all types of employee remuneration, including wages, salary, leave pay, profit-sharing, and any other item of value. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention requirements for employee information. Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for an employee to make a complaint of unfair dismissal to the Employment Tribunal is 3 months from a violation of employment law. The

limitation period for complaints to the Human Rights Commission based on discrimination is 6 months from the cause of action.

BHUTAN

Official name: Kingdom of Bhutan
Official language(s): Dzongkha
Type of government: Unitary

- Content: Employers must maintain a wage register that lists each employee's position, rate of pay, earnings, overtime rate, other allowances and payments, deductions from earnings, the number of days or hours worked per pay period, and the total amount due to the employee after deductions. Employers must maintain registers of leave taken by employees. Employers must maintain a register of duration of service for all employees to enable labor inspectors to verify those employees who are entitled to gratuity payments.

- Retention: Employee wage registers must be retained for 5 years. Employee records that contain personal information must be destroyed when no longer needed for the purpose for which they were created or collected.

- Format: Electronic records can satisfy retention requirements if they are accessible and usable for subsequent reference; the content and form of the record are as originally generated, sent, or received, or can be demonstrated to accurately represent the original record; and information identifies the origin, the destination, and the date and time of transmission or reception of the electronic record.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by government officials. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Employers and employees must attempt to settle grievances in the workplace. Employers must establish a grievance procedure for that purpose. Unresolved grievances must be referred to the Chief Labor Administrator, who will investigate the dispute and assist parties in reaching a resolution. If the dispute cannot be resolved, a conciliator will be appointed to reach an agreement.

BOLIVIA

Official name: Plurinational State of Bolivia
Official language(s): Spanish, Quechua, other indigenous languages
Type of government: Unitary

- Content: Employers must keep a register of overtime work and pay. Employers of domestic workers must keep a register that includes the name, residence, amount of work, and compensation for each worker.

- Retention: Labor laws and regulations do not specify format requirements for employee information.

- Format: An electronic record with a digital signature can satisfy retention requirements for original documents if its contents are unaltered, it is accessible for reference when needed, and the sender, receiver, date, and time can be identified. Electronic records, including records with digital signatures, have the same legal status as paper documents with written signatures.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for legal proceedings related to employment is 2 years from the cause of action.

BOSNIA AND HERZEGOVINA

Official name: Bosnia and Herzegovina
Official language(s): Bosnian, Serbian, Croatian
Type of government: Federated

- Content: Employee records must include the name, identification number, gender, date and place of birth, country of citizenship, address, education, hiring date, job title, place of work, termination date and reason, and other information. Employers must also keep information about an employee's health status. Employers must keep records of hours worked by individual employees, including the date, starting and completion time, overtime, and leave taken. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records pertaining to full-time employees must be retained permanently. Records pertaining to temporary employees must be kept for 5 years following termination of employment. Records related to working hours must be kept for a minimum of 5 years or until resolution of all disputes for which the records may be relevant. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: According to labor laws and regulations, employment records may be kept in paper or electronic form.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Employees must submit a request for rectification of an employment-related violation to the employer with 30 days of the violation. If the employer fails to rectify the violation, the employee has 90 days to initiate court proceedings. The limitation period for disputes related to wages is 3 years from the date that the wages were due.

BOTSWANA

Official name: Republic of Botswana
Official language(s): English
Type of government: Unitary

- Content: Employers must keep records that document the enforcement of minimum wage orders. Employers must keep a register of casual (temporary) employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to minimum wage orders must be retained for 5 years following the date of last entry. The register of temporary employees must be retained for 2 years following the last entry therein. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements if they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not specify storage locations for employee information. International transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Disputes related to termination of employment must be referred to the Commissioner of Labor for mediation within 30 days of dismissal.

BRAZIL

Official name: Federative Republic of Brazil
Official language(s): Portuguese
Type of government: Federated

- Content: Employers must keep a register that indicate the name, civil and professional qualifications of each worker, dates of employment, effectiveness of work, vacations, accidents, and other circumstances related to the worker's protection. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: According to labor laws and regulations, employee information can be maintained in paper or electronic form.

- Location: Laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related complaints is 5 years or 2 years after termination of an employment contract.

BRUNEI

Official name: Nation of Brunei
Official language(s): Malay
Type of government: Unitary

- Content: Employers must produce contracts of service, books of account of salary, registers, and other documents concerning employees when requested by government officials, but the content of these records is not specified. Deductions from employees' wages for loss or damages must be recorded in a register.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not specify storage locations for employee records.

- Access and Disclosure: Employment records must be available for inspection by government officials Laws and regulations do not specify access or disclosure restrictions for employee information. Brunei does not have an omnibus data protection law that prohibits unauthorized disclosure of personal information. Information about current and former employment relationships is exempt from the data protection policy that applies to records maintained by government agencies and educational institutions.

- Labor Disputes: The statute of limitations for litigation related to an employment contract is 6 years from the date that the cause of action accrues.

BULGARIA

Official name: Republic of Bulgaria
Official language(s): Bulgarian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers are required to maintain an employment file for each employee. The file must contain all documents related to the initiation, amendment, or termination of the employment relationship. Employees must maintain employment record books, which are considered official employment documents. Each employee must keep his or her own employment record book, which indicates the employee's name, date and place of birth, address, identification number, education, occupation, and employment history. Alternatively, an employee can give the employment record book to an employer for safekeeping, but the employer must return it to the employee upon termination of employment or when requested. Employers must keep records for each employee who performs work at home and for each office or factory employee who consents to work more than 48 hours per week. Employers must also maintain employees' work schedules, a special book for recording overtime, and a special book for recording the time and duration of leave by trade union members. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep employees' work schedules for a minimum of 3 years. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. No retention periods are specified for other employment records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Employee information can be maintained in paper or electronic form. Electronic records can satisfy requirements that documents be in written form. Electronic and paper records have equivalent probative value.

- Location: Laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain

personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees must present their work books to their employers upon request. An employer must provide two-factor identification for access to an electronic information system that stores employment documents. Employees have access to personal information maintained about them. Employees must have free, uninterrupted access to electronic documents in their employment files. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to most labor disputes is 3 years from the date that the cause of action accrues. The statute of limitations is 1 month for claims related to financial liability of a factory or office worker, for revocation of a disciplinary sanction of reprimand, and for claims related to the rights of labor representatives. The statute of limitations is 2 months for claims related to revocation of a warning of dismissal or for termination of employment.

BURKINA FASO

Official name: Republic of Burkina Faso
Official language(s): French
Type of government: Unitary

- Content: Employers must keep a register showing the duration of work, amount earned, and payment of salary for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 10 years from the date of last entry. No retention periods are specified for other employment records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The employer's register must be kept at the employer's place of business. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to payment of wages is 5 years.

BURUNDI

Official name: Republic of Burundi
Official language(s): French, Kirundi, English
Type of government: Unitary

- Content: Employers must keep a general employment register containing the name, date of birth, nationality, professional qualifications, and date of recruitment for each permanent employee. Employers must also keep of register of temporary, daily, seasonal, and fixed-term workers. Employers must keep records of wages paid to employees.

- Retention: Records related to payment of wages must be kept under the same conditions as accounting documents, which must be retained for 10 years as specified in the country's Commercial Code. Labor laws and regulations do not specify retention periods for other employment records.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Employment registers must be kept at the employer's head office.

- Access and Disclosure: Employment records must be available for examination by labor inspectors.

- Labor Disputes: The statute of limitations for litigation related to employment contracts is 2 years, which is the limitation period for litigation related to other types of contracts.

CAMBODIA

Official name: Kingdom of Cambodia
Official language(s): Khmer
Type of government: Unitary

- Content: Every worker must have an employment card that is drawn up by a labor inspector at a worker's request. The employment card identifies the worker, the nature of work to be performed, the duration of the employment contract, the agreed-upon wages, and the method of payment. Information about hiring, dismissal, wages, and wage increases must be recorded on a worker's employment card. A payroll ledger must contain information about work performed, wages, and holidays for each employee. Wages paid to plantation workers in kind must be recorded in a ledger kept for that purpose. Employers must keep a register of underage employees.

- Retention: The payroll ledger must be kept for 3 years after it is closed. Labor laws and regulations do not specify retention periods for other employment records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The payroll ledger must be kept at an employer's head office or bureau of cashier. Labor laws and regulations do not specify other requirements or restrictions for storage of employee records.

- Access and Disclosure: Payroll ledgers must be available to the labor inspector upon request. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for litigation related to pay of wages is 3 years from the date the wages were due.

CAMEROON

Official name: Republic of Cameroon
Official language(s): English, French
Type of government: Unitary

- Content: Every employer must maintain a register containing the name, date of birth, nationality, professional qualifications, and date of recruitment for each permanent employee. Employers must also keep a register of temporary, daily, seasonal, and fixed-term workers. Employers must keep records of wages paid to employees.

- Retention: Records related to payment of wages must be kept under the same conditions as accounting documents, which must be retained for 10 years as specified in the OHADA uniform act on accounting law and financial reporting. Labor laws and regulations do not specify retention periods for other employment records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The employer's register must be kept at the workplace.

- Access and Disclosure: Employment records must be available for examination by a labor inspector upon request. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for litigation related to unpaid wages is 3 years from the date the wages are due.

CANADA

Official name: Canada
Official language(s): English, French
Type of government: Federated

- Content: Under federal law, employers must keep records for each employee indicating the name, address, social insurance number, occupational classification, gender, wage rate, hours worked each day, actual earnings, payments after deductions, vacation pay, holiday pay, medical certificates, written work schedules, absences, and overtime payments. Provincial and territorial laws may specify additional requirements. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Under federal law, records must be retained for 36 months following termination of employment. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Under federal law, electronic records that accurately represents information can satisfy retention requirements provided they are accessible, readable, and printable throughout their retention period. Provincial and territorial laws may specify additional requirements.

- Location: Federal law does not specify location requirements for retention of employment records. Provincial and territorial laws may require retention of employment records in Canada or in a specific province or territory.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees in the federal government and federally regulated workplaces have access to their own employment records. Elsewhere, employees' access to their own records depends on provincial and territorial laws. Subject to exceptions, knowledge and consent of the data subject is required for disclosure of personal information about employees. Provincial and territorial laws may specify additional requirements.

- Labor Disputes: Canada does not have a national statute of limitations for civil litigation related to employment matters. Limitation periods are specified by state and territorial laws. Depending on the province or territory, the limitation period for contractual disputes may be as short as 2 years from the cause of action.

CAPE VERDE

Official name: Republic of Cape Verde
Official language(s): Portuguese
Type of government: Unitary

- Content: Records to be maintained about employees are not specified by laws or regulations, but any information created or collected about employees must be directly relevant to the duties or professional skills. Employers cannot collect information about an employee's private life or family life. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 5 years. The limitation period is 1 year for claims related to unfair dismissal and 3 years for claims related to vacation or overtime wages.

CAYMAN ISLANDS

Official name: Cayman Islands (British Overseas Territory)
Official language(s): English
Type of government: Unitary

- Content: Every employer of more than 10 persons must keep a work account for each employee, indicating the time worked, leave taken, and wages paid. Employers must keep records of the hiring date, temporary terminations, and re-employments for each employee. Service employers must keep records of the service provided to each customer, the amount charged, the amount of gratuity collected or received, the date, the name of each employee, and the distribution of gratuities to service employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain work accounts for at least 2 years. Service employers must retain employee records, including monthly records related to gratuities, for at least 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Employment records may be stored or sent in any format. An electronic record can satisfy retention requirements for original documents provided its contents are unaltered, it is accessible for reference when needed, and the sender, receiver, date, and time can be identified. Electronic records have the same probative value as paper documents.

- Location: Monthly records of gratuities must be kept in a place that will enable it to be produced on demand for inspection by government officials. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employees have access to records of their hiring dates. Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to an employer's labor practices is 1 year from the date when the complainant became aware or should reasonably have become aware of the cause of action.

CENTRAL AFRICAN REPUBLIC

Official name: Central African Republic
Official language(s): French, Sango
Type of government: Unitary

- Content: Employers must maintain a register, known as the employer's register, which contains information about employees, including work performed, remuneration, and holidays. Employment contracts must include an employee's name, address, nationality, gender, date of birth, job title, working hours, and renumeration. Apprenticeship contracts must include similar information about an apprentice. Employers must keep a register of wages paid to individual employees. Employers must keep a register of home workers, including the name, marital status, address, the terms of employment, and renumeration.

- Retention: The employer's register must be retained for 5 years from the date of last entry. Records related to payment of wages must be retained under the same conditions as accounting records, which must be retained for 10 years as specified in the OHADA uniform act on accounting law and financial reporting. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Laws and regulations do not specify format requirements for employment records. Central African Republic has signed the United Nations Convention on the Use of Electronic Communications in International Contracts, which builds on the UNCITRAL Model Law on Electronic Commerce, but the Convention does not address retention of electronic records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Employers and employees must attempt to settle labor disputes amicably. The limitation period for disputes related to unpaid wages is 5 years from the cause of action. The limitation period for claims related to unpaid leave, travel, or transport is 2 years from termination of employment.

CHAD

Official name: Republic of Chad
Official language(s): Arabic, French
Type of government: Unitary

- Content: An employer must keep a register of payment of wages. Companies must keep an employer register, but the contents are not specified in the Labor Code. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employer registers must be retained for 5 years from the date of last entry. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to payment of wages is 5 years from the date the wages are due.

CHILE

Official name: Republic of Chile
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep copies of employment contracts and supporting documentation. Employers must keep time and attendance records for employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employers must not disclose private data acquired through an employment relationship. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to most employment claims is 6 months following termination of an employment contract or, for employment contracts that are active, 2 years from the cause of action. The limitation period for claims related to unpaid overtime is 6 months from the date when the payment was due.

CHINA

Official name: People's Republic of China
Official language(s): Mandarin
Type of government: Unitary

- Content: An employer must keep a register of workers. Employers subject to the Archives Law must keep records of wages paid to workers, including the recipient's name, amount, and time. Other documents to be kept include labor contracts, hiring records, records related to appointment and dismissal, promotions, rewards and disciplinary actions, performance assessments, resignation, retirement, salary, job titles, and employee training.

- Retention: Copies of revoked or terminated labor contracts must be retained for at least 2 years. Records related to wage payments must be retained for 2 years. Employers subject to the Archives Law must retain documentation related to hiring, salaries, performance assessments, retirement, promotions, demotions, and labor contracts permanently. Employee registers must be retained permanently. Employee training documents must be retained for 10 or 30 years, depending on the significance. Other training documents are to be kept for 10 years. Records for significant commendations and disciplinary actions must be retained permanently. Other commendation and disciplinary records must be kept for 30 years. According to a draft of a personal data protection law introduced in 2020, records that contain personal information must not be retained longer than necessary for the purpose for which it was created or collected, but exceptions are made for retention periods specified in other laws and administrative regulations.

- Format: An electronic record can satisfy legal and regulatory requirements that information be in writing provided it can give visible expression to the contents carried, it is accessible for subsequent reference, and it maintains its contents in completed, unaltered form over time.

- Location: Labor laws and regulations do not specify storage locations for employee records. According to a draft of a personal data protection law introduced in 2020, government approval is required for transfer of personal information outside the borders of the People's Republic of China.

- Access and Disclosure: According to a draft of a personal data protection law introduced in 2020, data subjects have the right to access and copy personal information contained in their employment records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The time limit to apply for arbitration in a labor dispute is 1 year from the date that the parties learned or should have learned of the infringement of their rights.

COLOMBIA

Official name: Republic of Colombia
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must maintain a daily register of workers with overtime hours, including the name, age, and gender of the worker, the activities performed, the number of hours worked, and the compensation. Employers must keep a register indicating the date of birth for all employees under age 18. Employers must keep records of vacation taken and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: An electronic employment record can satisfy retention requirements for original documents provided its contents are unaltered, it is accessible for reference when needed, and the sender, receiver, date, and time can be identified. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for legal actions related to employment is 3 years from the cause of action.

COMOROS

Official name: Union of the Comoros
Official language(s): Arabic, Comorian, French
Type of government: Unitary

- Content: Employers must keep an up-to-date register that includes the names of all employees, the work to be performed, their wages and leave, and any visas or formal notices. Comoros does not have a national data protection law that limits the collection of personal information. The African Union Convention on Cyber Security and Personal Data Protection, which Comoros has signed but not ratified, prohibits excessive collection of personal information.

- Retention: Employers must retain the register of employees for 5 years from the date of last entry. According to the African Union Convention on Cyber Security and Personal Data Protection, employment records that contain personal information must not be retained longer than necessary for the purpose for which they were collected.

- Format: Labor laws and regulations do not specify retention periods for employee records. According to the African Union Convention on Cyber Security and Personal Data Protection, member countries shall establish the legal conditions for functional equivalence of paper and electronic records, but Comoros does not have a national law that addresses the legal status of electronic records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to the African Union Convention on Cyber Security and Personal Data Protection, transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to personal information maintained about them. According to the African Union Convention on Cyber Security and Personal Data Protection, disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 6 months from the cause of action. The statute of limitations for claims related to leave or other matters is 2 years following termination of employment.

CONGO (DRC)

Official name: Democratic Republic of the Congo
Official language(s): French
Type of government: Unitary

- Content: Employment contracts must include the name, gender, identification number, date and place of birth, family information, nature of duties, the wages and benefits, and duration of the contract. Employers must keep copies of employment contracts. Employers must keep records indicating remuneration of employees. Employers must keep a register indicating the dates and hours of overtime work for each employee. Employers must keep a copy of the annual declaration of the workforce and declaration of hiring or departure of an employee. Employers must keep a special register of employees who are not subject to a collective rest regime.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Records indicating remuneration of employees must be kept in indelible ink or by another indelible writing process. A computerized file is acceptable for payroll records.

- Location: Records relating to remuneration of employees must be kept in each operating office.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 3 years from the cause of action. The limitation period is 2 years for claims related to travel and transport costs.

CONGO

Official name: Republic of the Congo
Official language(s): French
Type of government: Unitary

- Content: Employers must keep an up-to-date register that includes the names of all employees, the work to be performed, their wages and leave, any money received from an employee, and any visas or observations made by labor inspectors. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 5 years following the date of last entry. Records related to payment of wages must be kept under the same conditions as accounting documents, which must be retained for 10 years as specified in the OHADA uniform act on accounting law and financial reporting. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Laws and regulations do not specify format requirements for employment records. Republic of Congo has acceded to the United Nations Convention on the Use of Electronic Communications in International Contracts, which builds on the UNCITRAL Model Law on Electronic Commerce, but the Convention does not address retention of electronic records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to payment of wages and other employment matters is 1 year from the cause of action. The limitation period is 3 years for claims related to the right to take leave.

COSTA RICA

Official name: Republic of Costa Rica
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep a salary book or payroll that records employees' wages and a separate book for overtime wages. Employers must keep records for employees under age 18, including the name, age, residence, type and hours of work, wages, and proof that educational requirements are met. Employers must keep a book that contains the names, residences, duties, and remuneration of home workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy legal retention requirements provided security measures are applied to ensure their inalterability, subsequent reference is possible, and information about the origin and other basic characteristics of the records is preserved. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 6 months from the date of termination of the contract. The limitation period for unjustified termination of employment is 2 months from the date of termination. The limitation period for most other employment claims is 3 months from the cause of action.

CROATIA

Official name: Republic of Croatia
Official language(s): Croatian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep records about employees, including name, personal identification number, gender, date of birth, citizenship, permanent or temporary residence, work permit if relevant, education, licenses and certificates, hiring date, type of contract, hours worked per day, vacations, and absences for any reason. Employers must also keep special records on workers temporarily assigned by an associated company, persons who are undergoing professional training without establishing an employment relationship, students, and persons who perform work for the common good in accordance with general regulations. Employers may not collect information that is unrelated to the employment relationship. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee records must be kept permanently. Records for persons with other employment relationships must be kept until termination of employment. Data on working hours by individual employees must be retained for at least 6 years, assuming that no labor dispute has been initiated. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Employee records can be kept in paper or electronic form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that

contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related litigation is 5 years from the cause of action.

CUBA

Official name: Republic of Cuba
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must maintain records that document an employee's work history, but content is not specified.
- Retention: Employee files are given to the employees or their family members when the employment relationship ends.
- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.
- Location: Labor laws and regulations do not specify storage locations for employee information.
- Access and Disclosure: Employees have access to their work files.
- Labor Disputes: The statute of limitations for employment-related claims is 180 days from the cause of action.

CYPRUS

Official name: Republic of Cyprus
Official language(s): Greek, Turkish
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Information to be collected about employees includes the name, place of employment, position, duties, hiring date, duration of paid leave, and remuneration. Employers must keep a record of wages, including deductions, and hours worked, including overtime hours, for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment claims before the Industrial Dispute Tribunal is 12 months. The limitation period for civil claims in district courts is 6 years.

CZECH REPUBLIC

Official name: Czech Republic
Official language(s): Czech
Type of government: Unitary

- Content: Employers are required to maintain documentation proving the existence of an employment relationship. Employers must keep records of employees' names, addresses, and wages. Employers must keep records about hours and days worked by individual employees, including overtime, night work, and on-call time. Employers must keep records about the information and guidelines provided to employees when they begin work, when they transfer to alternative work, when the work environment changes, or when new equipment, technologies, or working procedures are introduced. Employers must keep records about the training employees receive. Employers must keep records about employees with disabilities, including the type of disability. Employers involved in certain trades—such as child day care, cosmeticians, security guards, and athletic trainers—must maintain records that prove the competence of employees that perform such work. Employers must keep records related to legitimacy of stay of foreign workers, including European Union citizens and their family members. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain records pertaining to foreign workers for 3 years following termination of employment. Employers must retain records related to the competence of employees in involved in certain trades for 3 years following termination of the work. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic documents with a qualified electronic signature have the same probative value as paper records with a handwritten signature.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employees have the right to inspect their personnel files, make extracts, and obtain copies of documents. Access to employee files is limited to supervisory employees and government officials, including labor inspectors, data protection officials, courts, law enforcement, and intelligence services. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to termination of an employment contract is 2 months from an employee's dismissal.

DENMARK

Official name: Kingdom of Denmark
Official language(s): Danish
Type of government: Unitary

- Content: Employers must have a written declaration, employment contract, letter of employment, or other documents that contain information about an employee's name, address, location of the place of work, job title and duties, starting date, duration of employment, holidays, salary, and working hours. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Retention requirements are not specified for other employment records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations is 5 years for claims related to work performed under an employment relationship.

DJIBOUTI

Official name: Republic of Djibouti
Official language(s): French, Arabic
Type of government: Unitary

- Content: The Labor Code mentions an employer's register but does not specify its contents. If weekend days off are not given to all employees, the employer must keep a register that indicates the days off for individual workers.
- Retention: Labor laws and regulations do not specify retention periods for employee records.
- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records.
- Location: Labor laws and regulations do not specify storage locations for employee records.
- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.
- Labor Disputes: The statute of limitations for claims related to payment of wages or other employment matters is 1 year from the cause of action.

DOMINICA

Official name: Commonwealth of Dominica
Official language(s): English
Type of government: Unitary

- Content: Employers must keep records each employee's name, address, age, wage rate, hours worked, and actual earnings and payments. Employers must keep a register of all employees under age 16, including each employee's name, address, birth date, hiring date, and termination date.

- Retention: Employee records must be retained for 24 months from termination of employment. No retention period is specified for the register of workers under age 16.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee records.

- Access and Disclosure: Employee records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for complaints to the Industrial Relations Tribunal is 2 years from the date of the cause of action.

DOMINICAN REPUBLIC

Official name: Dominican Republic
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep copies of employment contracts, which indicate the employee's name, nationality, age, gender, marital status, domicile, duties, hours, location of work, remuneration, and duration of the contract. Employers must keep records of salaries and wages paid to individual employees. Employers must keep a registry book for home workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The labor inspection book must be kept for 5 years following the last entry. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Statutes of limitations for most employment claims range from 1 to 3 months from the cause of action.

ECUADOR

Official name: Republic of Ecuador
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep a register of employees, including the name, age, residence, marital status, type of work, salary, hiring date, and termination date. Employers must keep a register of employees between 18 and 21 years of age who work underground in mines or quarries. Employers must keep a register of adolescent workers between 15 and 18 years of age, including the name, age, type of work, remuneration, and a certificate of basic education. Employers must keep a register of home workers. According to a draft data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to a draft data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to a draft data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to a draft data protection law, employees have access to their own personnel records. According to a draft data protection law disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 3 years following termination of the employment relationship.

EGYPT

Official name: Arabic Republic of Egypt
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must maintain a file for each employee, including the name, address, social status, hiring date, profession, leave allowed, investigations, and the date of and reason for termination of employment. Labor contracts must include the employee's name, address, qualifications, nature of the work, and wages. Employers must maintain a special register of financial sanctions imposed on individual workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain an employee's file for 1 year following termination of the employment relationship. Laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Within the scope of civil, commercial, and administrative transactions, electronic records have the same probative value as paper records, but Egyptian law does not address the ability of electronic employment records to satisfy retention requirements.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to employment contracts is 1 year from termination of employment.

EL SALVADOR

Official name: Republic of El Salvador
Official language(s): Spanish
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, age, gender, marital status, dependents, nationality, starting date, location and hours of work, and wages. Employers must keep a register of hours worked by and wages paid to individual employees, including overtime, nighttime hours, and holidays worked. Employers must maintain a register indicating the name, address, nature of the work, and wages of each home worker. Employers must maintain a register indicating the name, date of birth, type of work, hours of work, and wages for employees under age 18.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations is 180 days from the cause of action for claims related to payment of wages, vacation time, or other employment matters.

EQUATORIAL GUINEA

Official name: Republic of Equatorial Guinea
Official language(s): Spanish, French, Portuguese
Type of government: Unitary

- Content: Employers must maintain a register of wages and salaries paid to individual employees. Employers must maintain a record of home workers indicating the starting date, the type of work performed, and the payment. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for most employment-related litigation is 3 years from the cause of action.

ERITREA

Official name: State of Eritrea
Official language(s): None
Type of government: Unitary

- Content: Employers must keep a register that contains each employee's name, date of employment, type of work performed, work location, remuneration rate, and leave taken. Employers must keep a register of employee remuneration, including wages and deductions.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employers must make the register of wages and deductions available to individual employees.

- Labor Disputes: The statute of limitations for employment-related claims is 1 year from the cause of action.

ESTONIA

Official name: Republic of Estonia
Official language(s): Estonian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must include the employee's name, residence, duties, official title, remuneration, hiring date, hours of work, and holidays. Employers are required to maintain employee record book that includes an employee's name, date of birth, duration of the employment contract, and additional information that may be requested by the employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personnel files, including employment contracts, must be retained for 10 years following termination of employment. Employers are not required to preserve personnel files that predate July 1, 2009, when the Employment Contracts Act became effective. An earlier version of the Employment Contracts Act specified a 50-year retention period for personnel files. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for most employment-related claims is 3 years from the cause of action.

ETHIOPIA

Official name: Federal Democratic Republic of Ethiopia
Official language(s): Amharic
Type of government: Federated

- Content: Employers must keep records of written employment contracts, including the employee's name, address, age, work card number, weekly rest days, public holidays, and leave taken. Employers must keep a register of home workers including the employee's name, address, age, marital status, work location, type of work, time and place of product delivery, and amount and manner of payment. Employers must keep a register indicating wages, deduction, and other aspects of remuneration for each employee. Employers must keep records of overtime worked by individual employees.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements for employee records, but electronic records can satisfy legal requirements that information be in written form, provided the information is accessible for reference. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: The register of wages must be made available to individual employees. Employment records must be available for examination by labor inspectors.

- Labor Disputes: The statute of limitations for claims related to employment matters is 1 year from the cause of action, but shorter limitation periods apply in some situations. The limitation period for claims of unlawful dismissal is 3 months following termination of employment. The limitation period for claims related to unpaid wages, overtime, or other payment matters is 6 months from the cause of action. For other types of payments, the limitation period is 6 months after termination of employment.

FIJI

Official name: Republic of Fiji
Official language(s): English, Fijian, Fiji Hindi
Type of government: Unitary

- Content: Employers must keep wage and time records that indicate an employee's name, address, date of birth, gender, type of work, title or classification, daily attendance, wages and other payments. Employers must keep records that indicate an employee's name, hiring date, termination date, leave entitlements, maternity leave payments, dates on which holidays are taken, and the amount of holiday pay. Employers must keep a register of minor workers, including the age, hiring date, termination date, and nature of the work performed. This register must be kept separate and apart from other records.

- Retention: Wage and time records must be retained for the current year and the preceding 6 years. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period is 6 years from the cause of action for claims brough to the Employment Relations Tribunal for payment of wages.

FINLAND

Official name: Republic of Finland
Official language(s): Finnish
Type of government: Unitary

- Content: Employers must provide employees with an employment contract or other written statement that specifies the terms of employment, including the location where work will be performed, the duties, the working hours, annual leave, hiring date, contract termination date, and other matters. Employers must maintain a record of hours worked and remuneration for each employee, including overtime, emergency, Sunday, and holiday hours. Employers must keep records showing the duration and dates of an employee's annual holidays, carried-over holidays, and the amount of holiday pay and compensation as well as the basis on which they were determined. Employers must keep a register of employees under age 18, including the employee's name, address, data of birth, guardian, hiring date, and a statement of work tasks. Employers must record daily working time, rest periods, and breaks for employees who drive motor vehicles. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The record of working hours, including records related to annual leave, must be kept for 2 years from the end of the calendar year to which the records pertain. Logbooks of motor vehicle drivers must be retained for 1 year. An employer is required to provide a former employee with a certificate of employment for up to 10 years following termination of the employment relationship, which is the implied retention period for the employment contract or other records. Records related to termination of a foreigner's employment must retained for 4 years. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Employment contracts can be created orally, in writing, or electronically. Labor laws and regulations do not specify format requirements or restrictions for other types of employment records. Electronic records have the same probative value as paper records.

- Location: Employment records related to foreigners must be maintained at the workplace for examination by labor officials. Labor laws and regulations do not specify storage locations for other employment records. According to data protection law, international transfer of

employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employee records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment claims is 5 years after the cause of action but not later than 2 years after termination of employment. The limitation period for claims related to unpaid wages is 2 years from the end of the calendar year in which the cause of action arose.

FRANCE

Official name: French Republic
Official language(s): French
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep a single personnel register that contains the name, nationality, date of birth, gender, dates of employment, and other information for each employee in chronological order by the date of hiring. Names and surnames of interns and volunteers in civic service must be entered in order of arrival in a specific part of the register. If all employees do not work the same hours, employers must maintain a schedule for each worker. Employers must maintain a register of hours worked by each employee. Employers must provide pay slips to all employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. The following information about an employee is not to be retained beyond the period of employment unless other laws or regulations require a different retention period: names, photographs, date and place of birth, nationality, and other data that identifies an employee; emergency contact information; dates of employment; job titles; data about occupational illness and injuries; performance assessments; and training information. Information contained in the single personnel register must be retained for 5 years following an employee's termination of employment. Employers must keep copies of employees' pay slips for 5 years. Records related to hours worked by individual employees must be retained for 1 year. Records related to hours worked by employees in fixed-price contracts must be retained for 3 years. The maximum retention period is 5 years for data relating to reasons for an employee's absences. The maximum retention period for information about an employee's salary is 5 years after termination of employment. Data related to payment or pre-payment of meals cannot be retained for more than 3 months. The retention period for payments made by payroll deduction is 5 years. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Employment records, including pay slips, can be maintained electronically. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unfair dismissal or other employment matters is 5 years from the cause of action.

GABON

Official name: Gabonese Republic
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a register, known as the employer's register, which contains information about employees. Employers maintain a register of wages paid to employees. Employer must maintain a register of leave taken by employees with remuneration. Employers must keep a special register of exceptions to legal working hours. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 2 years after the last entry. Records related to payment of wages must be kept under the same conditions as accounting documents, which must be retained for 10 years as specified in the OHADA Uniform Act on Accounting Law and Financial Reporting. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment claims related to payment of wages is 5 years from the cause of action. The limitation period for claims related to leave is 2 years.

GAMBIA

Official name: Republic of the Gambia
Official language(s): English
Type of government: Unitary

- Content: Employers must give their employees a written statement of the terms of employment, including a description of the work, working hours, provisions for sickness and leave, and renumeration, but laws and regulations do not require employees to maintain copies of the statement or of employment contracts or other records on which the statement is based. An employer must keep a register of employees under age 18. Laws and regulations do not specify other recordkeeping requirements. Gambia is a signatory to the ECOWAS supplementary act on data protection issued by the Economic Community of West African States, but it has not yet transposed the act into national law. According to the ECOWAS act, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. The ECOWAS act prohibits excessive collection of personal information.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to the ECOWAS data protection act, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to the ECOWAS data protection act, transfer of employee records that contain personal information outside of ECOWAS member states is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to the ECOWAS data protection act, employees have access to their own personnel records, and disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims made to the Industrial Tribunal in relation to unfair dismissal is 6 months from termination of employment.

GEORGIA

Official name: Georgia
Official language(s): Georgian
Type of government: Unitary

- Content: At the request of an employee, an employer must issue a written notice of employment, including the details of work performed, remuneration, and duration of the employment contract, but laws and regulations do not require employers to maintain a copy of the written notice. Labor laws and regulations do not specify other recordkeeping requirements. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic documents with certified digital signatures have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to their own personnel records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Employment disputes should be resolved between the parties by conciliatory procedures or individual negotiations. If a contractual dispute cannot be resolved within 14 days, the aggrieved party has a right to arbitration or appeal to a court. The statute of limitations for contract-related litigation is 3 years from the cause of action.

GERMANY

Official name: Federal Republic of Germany
Official language(s): Germany
Type of government: Federated

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must maintain records related to the beginning, end, and duration of the workday for individual employees. Employers must maintain records to demonstrate that individual employees, including interns, are paid at least the minimum wage. Employers must keep records of work that exceeds eight hours per day. Employers must maintain records for pregnant or breastfeeding employees, including the name, type and duration of employment, fees paid to them, and their hours of work. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to the duration of the workday must be retained for 2 years. Records that prove payment of the minimum wage must be retained for the duration of employment or 2 years, whichever is shorter. Records related to overtime work must be retained for 2 years. Records related to pregnant or breastfeeding employees must be retained for 2 years from the date of last entry. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can replace paper records unless otherwise prohibited by law, but contracts require qualified electronic signatures.

- Location: Records related to duration of the workday and payment of the minimum wage must be kept in the workplace in Germany. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personally identifiable information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to their employment records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for most civil litigation is 3 years from the end of the year in which the cause of action arose or the end of the year in which the claimant learned or should reasonably have learned of the circumstances that gave rise to the claim, with a maximum limitation period of 10 years. The limitation period for filing a complaint with the Labor Court for unfair dismissal is 3 weeks after receipt of the written notice of dismissal.

GHANA

Official name: Republic of Ghana
Official language(s): English
Type of government: Unitary

- Content: Employers must furnish an employee with a copy of an employment contract, indicating the employee's name, hiring date, job title or grade, remuneration, working yours, holidays, holiday pay, and overtime pay. Laws and regulations do not require employers to keep a copy of the contract. Employers must maintain records indicating the date of employment, annual leave earned and taken, and remuneration for annual leave. Employers must maintain a register of underage employees indicating the date of birth or apparent age. Employers must keep written records of negotiations with employees over labor disputes. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. The electronic records must be retained for at least 6 years. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to their own personnel records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Parties are required to negotiate in good faith to resolve labor disputes. If this is not possible within 7 days of occurrence of the dispute, the matter may be referred to the National Labor Commission for mediation or arbitration. The statute of limitations for contract-related civil litigation is 6 years from the cause of action.

GIBRALTAR

Official name: Gibraltar (British Overseas Territory)
Official language(s): English
Type of government: Unitary

- Content: Employers must provide an employee with a written statement of the terms of employment. Employers must be able to produce a declaration indicating the number of employees, their occupations, the hours worked, and the wages paid to them. Employers must keep a register of wages paid to employees. Employers must keep a register of employees under age 18 indicating their date of birth, hiring date, and termination date. Employers must keep weekly records for every worker showing the hours worked, meals or other breaks included, wages paid, and holidays allowed. Employers must maintain a register showing the amount of compensation paid to employees by reason of redundancy. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The weekly records of hours and wages and the register of payments to employees for redundancy must be retained for 12 months. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to their own personnel records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for complaints submitted to the Employment Tribunal is 6 months following the cause of action.

GREECE

Official name: Hellenic Republic
Official language(s): Greek
Type of government: Unitary

- Content: Employers are required to provide employees with a written notice of the terms of employment, including the job title, duties, place of employment, work hours, paid leave, remuneration, and other matters. Employers must keep records for underage employees, including the employee's name, address, date of hiring, and date of termination. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to their own personnel records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to termination of an employment relationship is 3 months following the cause of action.

GRENADA

Official name: Grenada
Official language(s): English
Type of government: Unitary

- Content: Employers must give an employee a written statement of the terms of employment, including the hiring date, remuneration, nature of the work to be performed, hours of work, and other matters. Employers must give employees an itemized wage statement indicating the gross wage, deductions, and net wage for each pay period. Employers must maintain records about female employees, including the name, address, hiring date, wages, working week, maternity leave granted, and maternity pay. Employers must keep a register of employees under age 18, including the name and date of birth.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for complaints to the Labor Commissioner regarding unfair dismissal is 3 months from the date of dismissal. If the Commissioner cannot settle the matter, it may be referred to the Minister of Labor and ultimately an arbitration tribunal.

GUATEMALA

Official name: Republic of Guatemala
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must maintain a copy of employment contracts, which include the employee's name, residence, age, sex, marital status, nationality, hiring date, type and location of work, working hours, and remuneration. Employers must keep a record of overtime work by individual employees. Employers must keep a record of each home worker, including the name, address, nature of the work, raw materials supplied, delivery date, and remuneration.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Employment contracts and wage records can be maintained electronically. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The general limitation period for all disputes covered by labor laws and regulations is 2 years from the cause of action. The limitation period for disputes related to an employment contract is 4 months from termination of the contract.

GUERNSEY

Official name: Bailiwick of Guernsey (Crown Dependency)
Official language(s): English
Type of government: Unitary

- Content: Employers must maintain the following required information about each employee: name, date of birth, social security number, reference number, employment permit expiration date, and conditions imposed on employment. Employers must give an employee a written statement of the terms of employment including the starting date, job title, remuneration, hours of work, holidays, leave, and other matters. Employers must maintain records that confirm compliance with minimum wage requirements. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Required information about employees must be retained for at least 28 days after termination of employment. Records that confirm payment of a minimum wage must be retained for at least 3 years following the pay reference period immediately following the end of the pay period to which the records relate. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Required information about employees can be entered into Guernsey's online Employer Portal. If this is not done, the information must be maintained in a legible form. Records related to payment of a minimum wage can be kept in electronic form. Electronic records can satisfy retention requirements.

- Location: Required information about employees must be maintained in a way that allows it to be inspected at the employer's principal premises in Guernsey. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. Employees have access to records related to payment of a minimum wage if a violation of the minimum wage requirement is suspected. According to data protection law, employees have access personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for complaints submitted to the Employment and Discrimination Tribunal is 3 months from termination of employment or other cause of action.

GUINEA

Official name: Republic of Guinea
Official language(s): French
Type of government: Unitary

- Content: Employers must keep a register, known as the employer's register, that contains information about each employee, including the name, address, place of birth, gender, age, family status, hiring and termination dates, leave, and remuneration. Employment contracts must include the employee's name, address, nationality, birth date or approximate age, marital status, children's names, starting date, and termination date. Employers must maintain a copy of each employment contract. Employers must keep records of wages paid to employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 10 years following the date of the last entry. Records of wages paid to employees must be kept under the same conditions as accounting records, which must be retained for 10 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they accurately represent the information they contain, are readable, and are maintained in a secure manner that prevents unauthorized access or modification. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to their own personnel records. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to payment of wages is 24 months from the cause of action for employees who are paid monthly and 12 months for employees who are paid bi-weekly or more frequently. The limitation period for claims related to unfair dismissal is 24 months after termination of employment.

GUINEA-BISSAU

Official name: Republic of Guinea-Bissau
Official language(s): Portuguese
Type of government: Unitary

- Content: Employers must maintain copies of written employment contracts, which include the employee's name, address, starting date, location of work, daily and weekly working hours, duration of annual leave, and remuneration. Employers must keep a register of disciplinary actions involving individual employees. Employers must keep records of overtime work by individual employees. Employers must keep records of shift workers. Employers must keep records relating to termination of an employment contract by mutual agreement. Employers must keep a register of underage employees, including the name and age. Guinea-Bissau has signed the ECOWAS supplementary act on data protection issued by the Economic Community of West African States, but it has not yet transposed the act into national law. According to the ECOWAS act, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. The ECOWAS act prohibits excessive collection of personal information.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to the ECOWAS data protection act, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Guinea-Bissau has signed the ECOWAS Supplementary Act on Electronic Transactions, which provides that electronic records can satisfy preservation requirements for legally binding documents. Electronic records have the same probative value as paper records.

- Location: Laws and regulations do not specify storage locations for employee information. According to the ECOWAS data protection act, transfer of employee records that contain personal information outside of ECOWAS member states is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to the ECOWAS data protection act, employees have access to their own personnel records, and disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related litigation is 2 years from the cause of action.

GUYANA

Official name: Co-operative Republic of Guyana
Official language(s): English
Type of government: Unitary

- Content: Employers must maintain records of wages paid to individual employees. Employers in the hospitality industry must maintain a register that lists wages paid and hiring dates for individual employees. Employers must maintain records related to termination of employment and severance payments. Employers must maintain a register of employees under age 16, including the date of birth, hiring date, and termination date. Employers must maintain records that show compliance with holiday pay requirements.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: According to draft legislation, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for civil litigation related to wages is 6 years from the cause of action. The limitation period for other types of damages is 3 years from the cause of action.

HAITI

Official name: Republic of Haiti
Official language(s): French, Haitian Creole
Type of government: Unitary

- Content: Employers must keep copies of employment contracts indicating the employee's name, remuneration, work location, working conditions, starting date, and termination date. Employers must keep written records regarding termination of an employment contract. Employers in agricultural, industrial, and commercial establishments must keep registers that include each employee's name, age, address, identification number, qualifications, hiring date, duties, work schedule, disciplinary actions, and leave. Employers must maintain a register of employees who have worked overtime hours, including the reason for overtime. Employers must maintain register of weekly time off that is not granted to all employees. Employers must maintain a register that indicates the hiring date, duration of annual paid leave, the dates on which leave was taken, the remuneration, and the dates on which sick leave or maternity was taken and paid for all employees. Employers must maintain a register of underage employees, including the name, age, address, parents' names and occupation, hours of work, remuneration, hiring date, and permit number. Employers must maintain a control register for home workers, including the name, address, identification number, qualification, and starting and ending date of the engagement.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Mediation of employment-related disputes by the Labor Department is compulsory. The limitation period for submission of claims is 6 months from the cause of action

HONDURAS

Official name: Republic of Honduras
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep copies of written employment contracts, including the employee's name, address, age, gender, marital status, profession or trade, nationality, type of work, work location, duration of the contract, and remuneration. Commercial employers must keep a register of employees, including the name, place and date of birth, address, nationality, profession or trade, starting date, termination date, working hours, and remuneration. Employers must keep records of employees under age 16, including name, address, age, parents' name, authorization by parents and labor inspector, type of work, working hours, remuneration, and starting date. Employers must keep a record of employee's overtime and other work outside of normal hours. Employers must keep a record of employees' vacations. Employers must keep a record of homeworkers, including the name, address of the place where work is performed, type of work, compensation, and reasons for any reduction or suspension. Employers must keep a record of wages paid to employees. Employers must keep records of transport workers, including the name, age, nationality, address, starting and termination dates, remuneration, type of vehicle, and the name of the owner of the vehicle.

- Retention: Records of wages and salaries must be retained for at least 5 years. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records of wages and salaries must be kept at the employer's principal place of business. Labor laws and regulations do not specify storage locations for other employee records.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have a constitutional right to access information about themselves. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for employees' claims related to unjustified dismissal is 2 months following termination of employment. The limitation period for employer's claims regarding an employee's unjustifiable separation from employment is 1 month following the separation. The limitation period for labor actions unrelated to employment contracts is 2 months from cause of action.

HONG KONG

Official name: Hong Kong Special Administrative Region
Official language(s): Chinese, English
Type of government: Unitary

- Content: Employers must keep records related to employment contracts, working hours, wages, and payment period, including the starting date, termination date, and leave to which an employee is entitled. Employers must keep records of maternity leave taken and paid. Employers must keep records of sick days taken by employees. Employers must keep records of annual leave taken and paid. Employers must keep records of underage employees, including those working in industrial undertakings. Recordkeeping requirements apply to student interns and work experience students. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep records of the wage and employment history of each employee for the preceding 12 months. Wage records must be retained for 6 months following termination of employment. An employer must be able to produce records related to sick days for the preceding 2 years when requested by government officials. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Labor laws and regulations allow employment records to be maintained in any format. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Wage records must be kept at the employer's principal place of business or at the employee's work location. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Employees can have access to records related to sick days taken. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation related to employment contracts is 6 years from the cause of action. The limitation period for adjudication of underage employment claims is 12 months from the cause of action.

HUNGARY

Official name: Republic of Hungary
Official language(s): Hungarian
Type of government: Unitary

- Content: Employers must inform an employee in writing about the terms and conditions of employment, including daily working time, remuneration, and annual leave. Employers must keep records of regular working time, overtime, stand-by duty, and periods of leave for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods and their integrity is assured. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to records that contain their personal information. Access to employee records that contain confidential personal information about employees must be limited to authorized persons in compliance with the reason for which the information was collected or processed.

- Labor Disputes: The general limitation period for civil litigation is 5 years from the cause of action. The statute of limitations for termination of employment without notice is 3 years. The limitation period is 30 days from the cause of action for wrongful termination of an employment relationship, unilateral contract amendments, or breach of an employer's obligation.

ICELAND

Official name: Republic of Iceland
Official language(s): Icelandic
Type of government: Unitary

- Content: Employers must maintain sufficient records about parental leave to enable an employee to obtain a certificate of the days of parental leave upon request. Employers must maintain a record of deviations from rules regarding the work of children and adolescents. Foreign undertakings that provide labor in Iceland must maintain employees' working time records and pay slips. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Copies of foreign workers' pay slips and work time records must be retained for one month after a foreign undertaking ceases to provide services in Iceland. Laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation is 4 years from the cause of action.

INDIA

Official name: Republic of India
Official language(s): Hindi, English
Type of government: Federated

- Content: Employers must maintain a register that contains information about each employee including name, gender, date of birth, nationality, education level, hiring date, the work performed, overtime hours, wages received, wages paid in advance, fines imposed, and deductions made. Employers must maintain a register of fines imposed on employees. Employers must keep a record of deductions from employees' wages for damages or losses. Employers must maintain a register of children and adolescents employed, including the name and date of birth, the nature of the work, the hours worked, and rest intervals. Employers must maintain records of the progress of persons undergoing apprenticeship training. Employers must obtain written consent for collection of sensitive personal information about employees.

- Retention: The register of children and adolescents employed must be retained for 3 years after the date of last entry. Rules that specified the same retention period for other registers and records have been repealed.

- Format: Registers mandated by labor laws and regulations can be maintained electronically. An electronic record can satisfy any legal requirement that records be retained for a specified period of time provided the electronic record is accessible and usable for subsequent reference, that it is retained in its original electronic format or in a format that demonstrably provides an accurate representation of the original information, and that it includes information that identifies the origin, destination, and time of dispatch or receipt of the electronic record. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain sensitive personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, sensitive personal information, which includes physical, psychological, and financial data, must be protected against unauthorized access by reasonable security practices and procedures. Disclosure of sensitive personal information to any third party requires prior permission of the provider of such information.

- Labor Disputes: The limitation period for claims related to unpaid wages or other remuneration is 3 years from the cause of action, which is the general statute of limitations for most civil litigation.

INDONESIA

Official name: Republic of Indonesia
Official language(s): Indonesian
Type of government: Unitary

- Content: Employers must maintain a notebook that contains information about daily and monthly payment of wages to each employee. According to a draft data protection law introduced in 2020, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to a draft data protection law introduced in 2020, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy laws or regulations that require that information must be in writing or original form, provided the electronic records are accessible and readable and that their integrity is assured. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to a draft data protection law introduced in 2020, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government investigators. According to a draft data protection law introduced in 2020, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations is 2 years for claims related to payment of wages or other claims associated with an employment relationship.

IRAN

Official name: Islamic Republic of Iran
Official language(s): Persian
Type of government: Unitary

- Content: Employment contracts must specify the employee's name, type of work, remuneration, working hours, holidays, leave, and place of employment. Employers must keep a copy of each employment contract. The file of an employee between 15 and 18 years of age must include the record of an annual medical examination.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic records can satisfy laws or regulations that require information must be in writing or original form, the electronic records are accessible and usable for subsequent reference, the information is kept in a format that exactly represents its original content, the time the information was sent or received, and the origin and destination are included.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Employers and employees must try to resolve labor disputes through compromise. Iranian law does not specify a limitation period for contract-related litigation.

IRAQ

Official name: Republic of Iraq
Official language(s): Arabic, Kurdish
Type of government: Federated

- Content: Employers must keep a file for each employee, including documents related to the appointment decision as well as any changes that affect the employee's work or wages. Employment contracts must include the employee's name, date of birth, qualifications, residence, nationality, type of work, starting date, working hours, and remuneration. Employers must keep a copy of each employee's contract. Employers must maintain a register of wages and overtime work, including details about gross pay, deductions, net pay, and the employee's signature. Employers must maintain a register of underage employees, including their names, ages, work assigned to them, and a medical certificate of fitness for work.

- Retention: Employee records must be kept for 2 years from the end of the employment relationship.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for legal actions related to employment matters is 3 years from the cause of action.

IRELAND

Official name: Republic of Ireland
Official language(s): Irish, English
Type of government: Unitary

- Content: Employers must provide each employee with a written statement of the terms of employment, including the employee's name, place of work, job title or duties, starting date, duration of employment, remuneration for regular and overtime hours, paid leave, and periods of notice to which the employee is entitled. Employers must maintain records about the days and hours worked in each week and leave taken by each employee. Employers must give each employee a statement of gross wages and deductions. Employers must keep payroll sheets, wage sheets, certificates of tax-free allowances, tax deduction cards, or any personnel records relating to payment of emoluments or the provision of benefits in kind. Employers must keep a register, known as the Register of Employees, indicating emoluments paid in any given year. Employers must maintain a register of outworkers who are considered employees. Employers must maintain a register of underage employees, including the name, date of birth, work hours, and remuneration. Employers must keep records relating to remuneration paid during a specified period to foreign nationals, records concerning the trade or business to which the employment relates, and records of the number of foreign nationals who are from EEA Member States or from other countries. Employers must keep records of parental, force majeure, and caregiver's leave taken by employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain a copy of the written statement of the terms of employment for 1 year after termination of the employment relationship. Records that demonstrate compliance with working time requirements, regulations governing work performed by young persons, regulations on collective redundancies, and minimum wage requirements must be retained for 3 years from the date they were created. Records related to wages and emoluments paid to employees must be retained for 6 years from the end of the year to which they pertain. Records related to foreign nationals who have received employment permits must be kept for 5 years from the date a permit was granted or for the duration of employment, whichever is later. Records related to parental, force majeure, and carer's leave must be retained for 8 years after the leave was taken. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records related to compliance with working time requirements must be kept at the employer's premises or at the place where an employee works. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 6 years from the cause of action. The limitation period for complaints submitted to a Rights Commissioner in relation to terms of employment or unfair dismissal is 6 months from the date of termination of employment. Other complaints to the Rights Commissioner must be submitted within 6 months of the cause of action. A discrimination claim referred to the Director of the Equality Tribunal may be dismissed after 1 year if not pursued by the complainant.

ISLE OF MAN

Official name: Isle of Man (Crown Dependency)
Official language(s): None (English de facto)
Type of government: Unitary

- Content: Employers must provide each employee with a written statement of the terms of employment, including the starting date, work location, job title, working hours, remuneration, pay periods, annual leave, and sick leave. Employers must keep a register of employees under age 16, including name, address, date of birth, starting date, type of work, days and hours of work, remuneration, and termination date. Employers must maintain records to establish compliance with minimum wage requirements for individual employees. Employers must keep records related to disciplinary matters involving employees, including the complaint, defense, findings, appeals, and grievances raised during the disciplinary procedure. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records that establish compliance with minimum wage requirements must be retained for 3 years from the end of the pay period immediately following the pay period to which the records pertain. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Records that establish compliance with minimum wage requirements can be maintained electronically. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The register of employees under age 16 must be kept at the child's workplace. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to records related to compliance with minimum wage requirements. According to data protection law, employees have access to personal

information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for litigation based on an employment contract and most other employment-related claims is 6 years from the cause of action.

ISRAEL

Official name: State of Israel
Official language(s): Hebrew
Type of government: Unitary

- Content: Employers must provide each employee with a written statement of the terms of employment, including the starting date, work location, job title, working hours, remuneration, pay periods, annual leave, and weekly rest days. Employers are responsible for proving that the written statement was given to employees. Employers must keep a ledger indicating wages due and paid to employees. Employers must keep a register of working hours, hours of weekly rest, overtime hours, and work during the weekly rest. Employers must keep a register of employees' annual leave. Employers must keep a register of juvenile employees. Employers must keep a register of female employees, including the name, address, type of work, starting date, period of maternity leave, and periods of absence for reasons specified in the law.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employees have the right to inspect their personal information contained in a database. According to data protection law, employees have access to personal information maintained about them in databases.

- Labor Disputes: The limitation period for claims related to delayed wages is 1 year from the cause of action. Where an employer has delayed payment of wages three times during a consecutive period of 12 months within 3 consecutive years, the limitation period is extended to 3 years from the cause of action. The limitation period for claims related to employment discrimination is 12 months from the cause of action. The limitation period for damages related to claims of sexual harassment is 3 years from the cause of action.

ITALY

Official name: Italian Republic
Official language(s): Italian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep a single labor register that is updated monthly with information about each employee, including the name, qualification, remuneration, overtime pay, hours worked per day, unpaid absences from work, holidays, rest periods, and length of service. Employers must obtain written reports of medical examinations of young workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The single labor register must be kept for 5 years from the date of last entry. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Organizations that post workers to Italy from EU member states must retain copies of employment contracts, working hours, and wage records for 2 years after the posting ends. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: The single labor register may be kept in electronic form. Labor laws and regulations do not specify format requirements for other employee records. Electronic records have the same probative value as paper records.

- Location: The single labor register must be kept at the employer's registered office or at the offices of a labor consultant or other qualified professional. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: The single labor register must be available for examination by labor inspectors. Employees have access to their own information in the single labor register. According to data protection law, disclosure of employee records that contain personal

information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general limitation period for civil litigation is 10 years from the cause of action. The statute of limitations for claims related to termination of employment is 5 years from the cause of action. The limitation period for claims related to unpaid wages is 3 years from the cause of action.

IVORY COAST

Official name: Republic of Cote d'Ivoire
Official language(s): French
Type of government: Unitary

- Content: Employers must keep a record, called the "employer's register," that contains information about employees, including work performed, remuneration, and holidays. Employers must keep records of wages paid to employees. Employers must maintain a register of employees under age 18, including the name and date of birth. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 5 years from the date of last entry. Records of wages paid must be kept under the same conditions as accounting records, which must be retained for 10 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: The employer's register and records of wages paid can be kept in electronic form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The employer's register must be kept at the employer's place of business. Laws and regulations do not specify storage locations for other employee records. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: According to the Labor Code, the statute of limitation for claims related to unpaid wages is 2 years from the last day of the period to which the wages pertain, but the Civil Code specifies a 6-month limitation period for such claims.

JAMAICA

Official name: Republic of Jamaica
Official language(s): English
Type of government: Unitary

- Content: Employers must maintain records that demonstrate compliance with minimum wage requirements. Employers must maintain wage sheets or other records that demonstration compliance with equal pay requirements for male and female employees. Employers must maintain records to demonstrate compliance with requirements for minimum notice and redundancy payments for terminated employees. Employers must maintain records to demonstrate compliance with requirements for paid holidays and sick leave. Employers in organizations that provide essential services must maintain an up-to-date register of the names and addresses of employees, including the department where an employee works and, where applicable, the bargaining unit to which the employee belongs. Employers must keep records related to maternity leave, including the employee's name and address, hiring date, normal work week, remuneration, duration of maternity leave granted, and maternity pay the employee received. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for contract-related litigation is 6 years from the cause of action. The limitation period for an employees' complaints to the Industrial Tribunal regarding disciplinary actions by an employer Disputes is 12 months from the date the action became effective.

JAPAN

Official name: State of Japan
Official language(s): None (Japanese de facto)
Type of government: Unitary

- Content: Employers must keep a roster of workers, wage ledgers, and important documents relating to hiring, dismissal, wages, and other employment matters. The roster of workers must include the employee's name, date of birth, gender, type of work, working hours, starting date, termination date, and reason for termination. The wage ledger must indicate employees name, gender, working days and hours, overtime hours, and the amount of wages and the basis for wage calculations, including time and attendance records. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected.

- Retention: The roster of workers must be retained for 3 years from termination of the employment relationship. The wage ledger must be retained for 3 years from the date of last entry.

- Format: Electronic records can satisfy legal requirements for storage, preservation, inspection, preparation, and delivery of documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to wages and other employment matters is 2 years from the cause of action.

JERSEY

Official name: Bailiwick of Jersey (Crown Dependency)
Official language(s): English, Jersey Legal French
Type of government: Unitary

- Content: Employers must maintain records to demonstrate compliance with minimum wage requirements. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records that demonstrate compliance with minimum wage requirements must be retained for 10 years from the end of the pay period immediately following the pay period to which the records relate. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: If a minimum wage violation is suspected, employees have access to relevant records that contain information about remuneration. Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Laws do not specify a statute of limitations for employment disputes.

JORDAN

Official name: Hashemite Kingdom of Jordan
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep copies of employment contracts. Employers must maintain a register of fines imposed for disciplinary reasons, including the employee's name, wage, and reason for the fine. Employers must maintain a file for each employee under age 18, including the name, place of residence, starting date, type of work performed, remuneration, and leave. The file must also include a copy of the juvenile employee's birth certificate and a certificate of health fitness.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: An electronic record can satisfy retention requirements for original documents provided its integrity can be reliably assured, it is accessible for reference when needed, consent has been obtained from supervisory public bodies where applicable, and the sender, receiver, date, and time can be identified. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee records.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for complaints of unfair dismissal is 60 days. The limitation period for complaints related to other violations of labor law is 1 month from the date the violation was committed. The limitation period for civil litigation related to employment rights established by labor law, including payment of overtime wages, is 2 years from the cause of action.

KAZAKHSTAN

Official name: Republic of Kazakhstan
Official language(s): Kazakh, Russian
Type of government: Unitary

- Content: Employers must maintain a copy of employment contracts, including amendments and additional agreements. Documentation required for employment contracts includes an identity card or passport, residence permit or refugee certificate, degree certificate for jobs requiring special training, a document confirming work activity where applicable, and a document confirming a medical examination where applicable. Documents kept by the employer must be returned to the employee when no longer needed. As part of the contracting process, employers must collect records about the prior work activity of individual employees. Possibilities permitted by labor law include work record books, employment contracts with the date and reason for termination, payroll records, records of hours worked, and lists of information about work activities signed by the employer. Employers must keep a record of hours worked by individual employees, including overtime, night work, weekends, and holidays. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Employers determine the format for records of working hours of employees. Electronic documents with certified electronic signatures have the same legal status and probative value as paper records with handwritten signatures.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for submission of a complaint to the conciliation commission is 1 month following termination of an employment contract for disputes related to reinstatement and 1 year from the cause of action for other labor violations.

KENYA

Official name: Republic of Kenya
Official language(s): English, Swahili
Type of government: Unitary

- Content: Employers must keep a record of all employees under contract, including the employees name, address, job description, starting date, duration of contract, place of work, hours of work, remuneration, weekly rest days, annual leave entitled and taken, maternity leave, sick leave, disciplinary actions, and accommodation and food rations where applicable. Employers must provide employees with a written statement of changes in the terms and conditions of employment. Employers must keep a register that includes the name, age, sex, occupation, date of employment, nationality, and educational level for every employee for each calendar year. The same information must be included in a register of employees under age 18. Employers must provide employees with a written statement of wages, including deductions, for each pay period. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep contracts or other records that specify the terms and conditions of employment for 5 years after termination of employment. Other employee records must be available for inspection for the preceding 36 months. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for civil litigation related to violations of employment laws and contracts is 3 years from the cause of action.

KIRBATI

Official name: Republic of Kirbati
Official language(s): English, Gilbertese
Type of government: Unitary

- Content: Employers must maintain records for each employee, including the name, job designation, remuneration, ordinary and overtime working hours, leave accrued and taken, and gross earnings, deductions, and net pay for each wage period. An employer must maintain a register of employees under age 18, including the name, date of birth, gender, occupation, employment status, hours of work, school attendance rate, remuneration, and the dates when employment began and ended.

- Retention: Employment records must be retained for a minimum of 6 years.

- Format: Wage statements provided to employees can be maintained in electronic form. Labor laws and regulations do not specify format requirements or restrictions for other employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Limitation periods for employee complaints related to violations of labor laws range from 28 days for disputes related to termination of employment to 6 years from the cause of action for disputes related to minimum wages, unpaid wages, hours of work, and leave. The limitation period for disputes related to employment discrimination is 12 months from the cause of action.

KOSOVO

Official name: Republic of Kosovo
Official language(s): Albanian, Serbian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, qualifications, address, duties, place of work, working hours, starting date, remuneration, allotted leave, and termination date. Employers must keep a register of wage payments. Employers must keep a record of overtime work by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for complaints submitted to the Labor Inspectorate is 3 years. The statute of limitations for litigation related to employment discrimination is 5 years from the date the employee became aware of the violation.

KUWAIT

Official name: State of Kuwait
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep a file for each employee, including the employee's work permit, employment contract, civil identification, documents pertaining to annual leave, sick leave, overtime hours, disciplinary actions, termination date, and the reason for termination. Employment contract must state the starting date, remuneration, nature of the work, and term of the contract. Apprenticeship contracts must state the profession, apprenticeship period, and remuneration. Employers must keep copies of employment contracts and apprenticeship contracts. Employers must keep a register of deductions from wages of individual employees, including the name of the worker, the amount of deduction, and the reason for the deduction. Employers must keep records of overtime work by individual employees, including the date, hours worked, and remuneration. Employers may not collect personal information by illegal means.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Employers and employees must attempt to negotiate an amicable settlement before legal action is initiated. The statute of limitations for employment claims is 1 year following termination of the plaintiff's employment contract.

KYRGYZSTAN

Official name: Kyrgyz Republic
Official language(s): Kyrgyz, Russian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, identification number, place of work, job title, starting date, working hours, and remuneration. Employers must keep a copy of employment contracts and apprenticeship contracts. Employers must maintain a labor book for each employee, including information on the employee's starting and termination date. The labor book is given to the employee when the employment relationship terminates. Employers may not collect information about an employee's membership in political parties or religious organizations. Employers must maintain records of hours worked by employees. Employers must keep time sheets or other records of overtime work by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records have the same legal status and probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to records of overtime work. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation, including claims related unpaid wages or employment contracts, is 3 years from the cause of action. The limitation period for complaints to the labor dispute commission for other violations of labor laws is 3 months from the cause of action.

LAOS

Official name: Lao People's Democratic Republic
Official language(s): Lao
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, duties, remuneration, leave, and rest days. Employers must keep records on underage employees, including the name, age, date of birth, starting date, and position. Employers must keep records of wages paid to individual employees.

- Retention: Labor laws and regulations do not specify retention periods for employee records. Electronic data must be deleted when its purpose has expired. There is no comparable requirement for non-electronic information.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: No limitation period is specified, but disputes should be resolved through compromise between employers and employees. For individual disputes, this is to be done within 15 days after one of the parties receives a written proposal. For collective disputes, the time limit is 30 days. If compromise is not possible, the dispute will be referred to the Labor Dispute Resolution Committee or, if no agreement is reached by administrative means, the Lao People's Court.

LATVIA

Official name: Republic of Latvia
Official language(s): Latvian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must include the employee's name, identity number, address, starting date, work location, occupation, working hours, paid leave, and remuneration. Employers must maintain copies of employment contracts. Employers must maintain records about hours worked by individual employees, including overtime work, night work, and holiday hours worked. An employer must provide a statement of work upon request by an employee or government officials. The statement of work must indicate the length of employment, the type of work performed, the daily and monthly average earnings, taxes deducted, mandatory social insurance payments made, and the basis for termination of the employment relationship. The employer must be able to substantiate the statement of work with administrative records or archives. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain visas, residence permits, or work permits for employees who are non-EU nationals throughout the period of employment. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government authorities. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for legal actions related to employment claims is 2 years from the cause of action. If an employer fails to issue a written statement of account, the limitation period is 3 years from the date when the statement of account should have been issued.

LEBANON

Official name: Lebanese Republic
Official language(s): Arabic
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, identification number, gender, date and place of birth, occupation, the names of contract persons, and remuneration. Employers must keep copies of employment contracts. Employers must keep records confirming wages paid. Employers must maintain a register of fines imposed on employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable, and their integrity is assured. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Disputes related to contracts, wages, or other employment matters can be submitted to the Ministry of Labor or to a labor arbitration council. The statute of limitations is 2 years from termination of the employment relationship.

LESOTHO

Official name: Kingdom of Lesotho
Official language(s): English, Sesotho
Type of government: Unitary

- Content: Employers must keep a register of information about each employee, including the name, address, identification number, description of duties, nature of contract, remuneration, starting date, leave entitlement, name and address of next of kin, and date and reason for termination. Employers must keep records of wages sufficient to demonstrate compliance with applicable wage orders, including the employee's identification number, ordinary wages, overtime, allowances, total wages, deductions, and net wages for each pay period. Contracts of foreign service must include the employee's name, address, nature and duration of employment, remuneration, and applicable special conditions. Employers must keep copies of contracts of foreign service. Employers must keep a register of underage employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records that demonstrate compliance with wage orders must be retained for 5 years from the date of last entry. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: According to a draft electronic transactions bill, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims of unfair dismissal is 6 months from termination of employment. The limitation period for other employment claims is 3 years from the cause of action.

LIBERIA

Official name: Republic of Liberia
Official language(s): English
Type of government: Unitary

- Content: Employment contracts must include the employee's name, nationality, nature of the work, duration of employment, and remuneration. Employers must keep copies of employment contracts. Employers must maintain records of hours worked by and wages paid to individual employees. Employers must keep records of annual leave taken by employees and renumeration for the period of leave. Employers must keep a register of underage employees, including ages and birth dates.

- Retention: Employment contracts must be retained for 5 years following termination of employment. Records related to hours worked, wages, and annual leave for individual employees must be retained for 5 years following termination of employment. Records related to underage employees must be retained for 5 years following termination of employment.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for employment complaints filed with the Ministry of Labor is 3 years following the cause of action. Appeals to a labor court must be filed within 30 days of the Ministry's decision.

LIBYA

Official name: State of Libya
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep records for each employee, including the name, occupation, type of work performed, marital status, identification card number, address, leave taken, disciplinary actions, and remuneration as well as a copy of the employment contract and supporting documents.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for complaints related to unfair dismissal is 2 weeks from the official notification of the dismissal. Employment disputes should be settled amicably through negotiation.

LIECHTENSTEIN

Official name: Principality of Liechtenstein
Official language(s): German
Type of government: Unitary

- Content: Employment contracts must include the employee's personal details, the hours of work, the work location, the type of work to be performed, leave entitlement, and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. According to Ordinance I of the Labor Law, personal information must be destroyed 5 years after its expiration date unless it is submitted to an archival repository within the meaning of the Archives Act.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to unfair dismissal is 180 days from termination of employment. The limitation period for other employment claims is 5 years from the cause of action.

LITHUANIA

Official name: Republic of Lithuania
Official language(s): Lithuanian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must include the employee's name, duties, work location, remuneration, and termination date. Employers must maintain time sheets or other records on time worked by employees, including overtime, holidays, night work, and additional work. Employers must maintain records of annual leave taken by employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personnel files must be retained for 50 years from termination of employment. Employment contracts must be retained for 50 years after expiration. Employee time sheets must be retained for 10 years. Records related to disciplinary investigation of employees must be retained for 5 years. Employees' work schedules must be kept for 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Records of time worked can be maintained electronically. Laws and regulations do not specify format requirements or restrictions for employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to their records of time worked. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for labor disputes and violations of labor laws is 3 years from the cause of action.

LUXEMBOURG

Official name: Grand Duchy of Luxembourg
Official language(s): French, German, Luxembourgish
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must include the employee's name, work location, type of work to be performed, working hours, leave entitlement, remuneration, Apprenticeship contracts must include the apprentice's name, identification number, address, objectives of the training, starting date, work schedule, work location, remuneration, and additional details if work will be performed abroad. Employers must keep copies of employment contracts. Employers must keep a register of hours worked by individual employees, including overtime, night work, and holiday hours. Employers must keep a register of leave taken by individual employees. Employers must keep a register of underage employees, including the name, address, name of address of the legal representative, date of birth, starting date, type of work performed, leave granted, working hours, and a medical certificate. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic copies have the same probative value as paper documents provided they do not alter or interpret information contained in the original document and are stored in a manner that protects them from alteration.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have the right to access their personnel files twice per year during working hours. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unfair dismissal or wrongful termination of an employment contract is 3 months from termination of employment. The limitation period for litigation related to payment of any kind of remuneration is 3 years from the cause of action.

MACAU

Official name: Macau Special Administrative District
Official language(s): Portuguese, Cantonese
Type of government: Unitary

- Content: Employers must keep an up-to-date register of information about employees, including the name, gender, age, form of contract, starting date, work performed, working hours, leave taken, absences, paid sick leave, and remuneration. Employers must keep a copy of employment contracts. Employers must keep a record of an employee's consent for overtime work initiated by the employer. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee records must be retained for 3 years after termination of the employment relationship. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic documents can satisfy requirements that information be in writing. Electronic records with a qualified electronic signature have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Labor laws and regulations do not specify a mechanism for resolution of individual employment disputes. The Civil Code does not specify limitation periods for employment-related claims. The general statute of limitations is 15 years.

MADAGASCAR

Official name: Republic of Madagascar
Official language(s): French, Malagay
Type of government: Unitary

- Content: Employers must keep a register, called the "employer's register," with information about permanent employees. Employers must keep a register of underage employees, including the type of work performed, working hours, state of health, and parental information. Employers must also keep a register of information about apprentices, temporary workers, part-time employees, home workers, and seasonal workers. Employers must keep records of payment of wages. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Records related to payment of wages can be maintained electronically. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general limitation period for civil litigation is 30 years. The statute of limitations for claims related to wages is 6 months from the cause of action.

MALAWI

Official name: Republic of Malawi
Official language(s): English
Type of government: Unitary

- Content: Employers must provide each employee with a written statement of the terms of employment, including starting date, nature of the work to be performed, normal working hours, disciplinary rules, and remuneration. Employers must keep records of wages and benefits paid to each employee, including gross pay, deductions, and the reasons for deductions. Employers must keep a register of employees under age 18. Personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Wage records must be retained for the previous 3 years. Labor laws and regulations do not specify retention periods for other employee records, but personal information about employees must not be kept longer than necessary for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for contract-related litigation is 6 years from the cause of action. The limitation period for complaints to the district labor officer about unfair dismissal is 3 months from termination of employment. Employees have a right to access personal information maintained about them.

MALAYSIA

Official name: Malaysia
Official language(s): Malay
Type of government: Federated

- Content: Employers must maintain one or more registers containing information about employees, including the name, address, gender, date of birth, identification number, occupation, starting date, termination date, leave entitlement, remuneration, total wages and deductions, and dates of wage payments. Employers must maintain a register of all payments made to female employees covered by maternity protection provisions, including the employees name, address, identification number, expected date of confinement, date when maternity leave began, amount of maternity allowance, and date of payment. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Registers that contain information about employees must be retained for 6 years after recording. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Registers of employee information must be kept at the place of employment. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees can access registers that contain their information up to two times in each wage period. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for most civil litigation is 6 years from the cause of action.

MALDIVES

Official name: Republic of Maldives
Official language(s): Dhivehi
Type of government: Unitary

- Content: Written employment agreements must include the employee's name, address, identification number, date of birth, nationality, starting date, leave entitlement, renumeration, and termination date and reason. Employers must provide each employee with a written job description. Employers must maintain a register of underage employees, including the name, address, and date of birth. Employers must keep a register of wages paid. Employers must keep records of days and hours worked, including overtime hours.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees may request a copy of pages from the register of wages that pertain to them.

- Labor Disputes: The limitation period for complaints to the Employment Tribunal regarding unfair dismissal is 3 months from the date of dismissal. The limitation period for other labor-related complaints is 6 months from the cause of action.

MALI

Official name: Republic of Mali
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a register, called the "employer's register," that contains information about employees, including personal information, work to be performed, entitled holidays, and remuneration. Employers must maintain a register of wages paid to employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register and register of wages paid must be retained for 5 years from the date of last entry. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil actions related to contracts is 20 years. The limitation period for claims related to unpaid wages is 3 years from the cause of action.

MALTA

Official name: Republic of Malta
Official language(s): English, Maltese
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship, whether a written employment contract exists. Employers must keep a register containing information about each employee, including the name, address, gender, identity card number, date of birth, occupation, starting date, type of contract, working hours, holidays and rest days, and remuneration. Employers must maintain a register with the same information for outworkers or sales employees who are paid on commission. Employers must keep a register of night workers. Employers must keep records of overtime hours worked by individual employees. Employers must keep a register or other record of underage employees, including the name date of birth, working hours, and remuneration. Employers must keep a record of parental leave granted to individual employees and must be able to deliver a written statement about such leave when requested by the employee, even if the request is made after termination of employment. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain records related to working hours and overtime work for 2 years after they were made. Records related to underage employees must be retained for 3 years. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years. Maltese labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records for underage employees must be kept at the place of employment. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain

personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unpaid wages or other criminal violations of labor laws is 1 year. The limitation period for claims of unfair dismissal, breach of an employer's obligations, employment discrimination, or another violation submitted to the Industrial Tribunal for adjudication is 4 months from the cause of action.

MARSHALL ISLANDS

Official name: Republic of the Marshall Islands
Official language(s): English, Marshallese
Type of government: Unitary

- Content: The Protection of Resident Workers Act, which specified information that employers must maintain about their employees, has been repealed. Labor laws and regulations do not specify recordkeeping requirements.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by government officials. Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for civil litigation related to employment matters is 6 years from the cause of action.

MAURITANIA

Official name: Islamic Republic of Mauritania
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep a copy of employment contracts. Apprenticeship contracts must include the apprentice's name, age, address, parents' address, work to be performed, and the length of the contract. Employers must keep an up-to-date record called an "employer's register," which contains details of work performed, wages, and holidays for each employee. Employers must maintain a register of employees under 18 years of age, including the name, date of birth, and hours worked. Employers must maintain a register of wages paid to employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain the register of wages for the same retention period as accounting records, which are retained for 10 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The employer's register and register of wages paid, with supporting documentation, must be kept at the employer's place of business. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for civil litigation related to contracts and obligations is 15 years. The limitation period for employment claims related to unpaid wages is 2 years from the cause of action, but it may be as long as 15 years in some circumstances.

The limitation period for claims related to unpaid sales commissions is 365 days from the cause of action.

MAURITIUS

Official name: Republic of Mauritius
Official language(s): None
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, identification number, gender, date of birth, starting date, work location, employment category, remuneration, and working hours. Employers must keep a register of workers, including each employee's name, date of birth, starting date, and type of work performed. Employers must keep a record of remuneration paid, including each worker's name, days worked, and remuneration paid. Employers must keep a record of underage employees, including the name, address, and date of birth. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Registers that contain information about employees must be kept for a minimum of 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Registers that contain information about employees can be maintained in electronic form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for submission of labor disputes for adjudication by the Employment Relations Tribunal is 3 years from the cause of action. The general limitation period for personal actions is 10 years from the cause of action.

MEXICO

Official name: United Mexican States
Official language(s): Spanish
Type of government: Federated

- Content: Employers must maintain copies of individual employment contracts, employee payroll lists or payment receipts for wages, attendance records, and records of vacations, profit-sharing payments, and Christmas bonuses. Employers must maintain a register of employees under age 16, including the name, date of birth, type of work performed, working hours, remuneration, and general working conditions. Employers who employ home workers must maintain a register that includes the worker's name, address, nationality, gender, working days and hours, nature of the work performed, and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep records required by law for 1 year after termination of the employment relationship, but a shorter limitation period may apply in some situations. The limitation period for unfair dismissal is 2 months from termination of employment. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements in some situations, provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors.

- Labor Disputes: The general statute of limitations for employment-related litigation is 1 year from the cause of action. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain

personal information must be compatible with the purpose for which the information was originally collected.

MICRONESIA

Official name: Federated States of Micronesia
Official language(s): English
Type of government: Federated

- Content: Employers must keep up-to-date records about each employee, including the name, address, age, legal residence, job classification, wage rate, hours worked each week, compensation earned, and deductions. For non-resident workers, the records must include the citizenship, country of origin, expiration date of entry permit, and a copy of the agreement authorizing hiring of the worker.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements for employee records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for claims related to unfair dismissal or unpaid wages is 6 years after termination of employment.

MOLDOVA

Official name: Republic of Moldova
Official language(s): Romanian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, identification number, starting date, duration, duties, working hours, rest days, leave entitlement, and remuneration. Employers must keep copies of employment contracts. Employers must keep a record of hours worked by each employee, including overtime hours and work performed on rest days and holidays. Information about wages paid to individual employees must be included in accounting records. Employers must submit information about occasional work performed by day laborers to a central register. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited. Collection of personal information about an employee's private life, political activities, or religious beliefs is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. An electronic document with a qualified signature has the same legal status and probative value as a paper document with a handwritten signature.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related claims is 3 months from the date when the claimant learned or should have learned about the cause of action. The limitation period for claims related to unpaid wages is 3 years from the cause of action.

MONACO

Official name: Principality of Monaco
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a personnel register with the name, address, nationality, date and place of birth, job, starting and termination date, and remuneration for each employee. Employers must give each employee a pay slip, which will be recorded in a payroll register signed by the employee, for each pay period. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The personnel register and the payroll register must be retained for 5 years from the date of closure. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic copies can satisfy legal requirements provided that their integrity is guaranteed over time. Such copies are assumed to be reliable until the contrary is proven. The integrity of an electronic document is evaluated by determining whether the document is complete and unchanged. A qualified electronic archiving service can satisfy retention requirements imposed by law. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related claims is 5 years from the cause of action.

MONGOLIA

Official name: Republic of Mongolia
Official language(s): Mongolian
Type of government: Unitary

- Content: Employment contracts must specify the employee's name, work to be performed, working conditions, and remuneration. Collection of information about an employee's private life, political affiliation, religious beliefs, marital status, or pregnancy status is prohibited unless such information is related to the work to be performed.

- Retention: Records of disciplinary action must be destroyed 1 year after the imposition of punishment. Labor laws and regulations do not specify retention periods for other types of employee records.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records. Documents with a qualifying electronic signature have same legal status as paper records with a handwritten signature.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Inappropriate disclosure of confidential employee records is prohibited by law. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for complaints related to unfair dismissal or unfair transfer to other work is 1 month from the cause of action. The limitation period for other individual employment disputes is 3 months from the cause of action.

MONTENEGRO

Official name: Montenegro
Official language(s): Montenegrin
Type of government: Unitary

- Content: Employers must keep records about employee's attendance, working hours, and annual leave. Employers must keep records of employment contracts, including contracts for work performed outside of an employer's premises, for temporary employment, and for additional work by a full-time employee. Employers must keep monthly records on wages paid. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to disciplinary action for an employment violation must be destroyed after 2 years if the employee commits no further violation. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Laws and regulations do not specify format requirements for employee records, but documents with electronic signature have the same legal status as paper records with handwritten signatures.

- Location: Employment contracts must be kept at an employer's place of business. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for employment disputes related to unpaid wages is 4 years from the cause of action. If a complaint of unfair dismissal is based on a claimed loss, the limitation period is 3 years from the cause of action.

MOROCCO

Official name: Kingdom of Morocco
Official language(s): Arabic, Tamazight
Type of government: Unitary

- Content: Employers must keep copies of employment contracts. Employers must keep records necessary to confirm compliance with legal requirements for working hours, including overtime, and payment of wages. Employers must keep a payroll register indicating wages paid to employees. Employers must maintain a register of employees' paid annual leave. Employers must maintain a register of surety bonds associated with employment contracts. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep payroll registers for a minimum of 2 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Employers can keep payroll registers in electronic form or incorporated into a computerized accounting system. Labor laws and regulations do not specify format requirements or restrictions for other employment records. Electronic records have the same probative value as paper records.

- Location: Payroll books must be kept at the employer's place of business. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment-related claims is 2 years from the cause of action.

MOZAMBIQUE

Official name: Republic of Mozambique
Official language(s): Portuguese
Type of government: Unitary

- Content: Employers must keep a record of overtime work and work performed on holidays and rest days by individual employees. Records of promotions must be included in an employee's file.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Confidential personal information about an employee cannot be disclosed to third parties with the employee's consent. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for complaints related to violation of an employment contract is 6 months from termination of the contract.

MYANMAR

Official name: Republic of the Union of Myanmar
Official language(s): Burmese
Type of government: Unitary

- Content: Employment contracts must include the type of employment, work location, working hours and overtime, leave entitlement, remuneration, and termination date. Employers must maintain a register of wages and deductions for individual employees. Employers must maintain registers of adult and child factory workers, including the name, type of work, shift, and, for child workers, the parent's name.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy laws that require written records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for employment complaints is 3 months from the cause of action.

NAMIBIA

Official name: Republic of Namibia
Official language(s): English
Type of government: Unitary

- Content: Employers must keep records for each employee, including the name, gender, occupation, starting date, termination date, hours worked, remuneration payable and paid, and leave taken. Employers must keep records for each pieceworker, including the name, identification number, type and quantity of the work performed, and remuneration. Employers must keep a register of non-citizen employees, including the name, nationality, date and place of birth, starting date of employment, type of work, education and qualifications, and the number, issue date, and expiration date of work permits.

- Retention: Employee records must be retained for 5 years following termination of employment.

- Format: The format for employee registers is prescribed by regulations. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Employers must keep employment records at an address in Namibia.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for claims related to unfair dismissal is 6 months after the date of dismissal. The limitation period for other employment claims is 1 year from the cause of action.

NAURU

Official name: Republic of Nauru
Official language(s): English
Type of government: Unitary

- Content: Employers must keep records of the gross amount of income paid to each employee for each pay period. The original of an employment contract must be filed with the government, but there is no requirement for an employer to keep a copy.
- Retention: Labor laws and regulations do not specify retention periods for employee records.
- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.
- Location: Labor laws and regulations do not specify storage locations for employee information.
- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.
- Labor Disputes: The general statute of limitations for litigation related to contracts or other matters is 6 years from the cause of action.

NEPAL

Official name: Federal Democratic Republic of Nepal
Official language(s): Nepali
Type of government: Federated

- Content: Employers are required to maintain personnel and attendance records. Personnel records must include the employee's name, address, family background, contact number, citizenship number, remuneration, attendance, and other information. Employment contracts must include the type of employment, working hours, work location, and other terms of employment. Employers must keep records of wages paid to individual employees. Collection of private information requires consent of the employee.

- Retention: Employee records and records of wages paid must be kept for 5 years.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for claims related to unpaid wages is 35 days from the cause of action. The statute of limitations for claims related to discrimination is 6 months from the cause of action. The statute of limitations for claims related to breach of contract is 2 years from the cause of action.

NETHERLANDS

Official name: Kingdom of the Netherlands
Official language(s): None (Dutch de facto)
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep records of working and rest time of employees. Employers must keep copies of identification documents and work permits provided by employees who are foreign nationals, defined as workers from outside the European Union, European Economic Area, and Switzerland. Employers must provide employees with a written or electronic statement of wages for each pay period. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Identification documents related to employees who are foreign nationals must be retained for 5 years from the end of the calendar year in which employment terminates. Labor laws and regulations do not specify retention periods for other employment records, but Book 2 of the Dutch Civil Code specifies a 7-year retention period for records related to a company's activities. This requirement applies specifically to accounting records, but some commentators interpret this statement to mean any records, such as employment contracts, that allow the company's rights and obligations to be verified. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. A Dutch law that specified retention requirements for personal information about employees is no longer in effect. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: An electronic agreement is acceptable where a statutory provision implies that an agreement must be in writing. The electronic agreement must be accessible to the parties, the authenticity of the agreement must be sufficiently guaranteed, and the identity of the parties and the moment when the agreement was formed must be able to be determined with sufficient certainty. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that

contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment litigation is 5 years from the day following the day on which the claimant becomes aware of the inflicted damage.

NEW ZEALAND

Official name: New Zealand
Official language(s): English, Maori
Type of government: Unitary

- Content: Employers must keep records in sufficient detail to demonstrate compliance with the minimum entitlement provisions of labor law. Employment agreements must include the employee's name, work to be performed, work location, working hours, and remuneration. Employers must retain copies of individual employee agreements or statements of terms and condition of employment. Employers must keep wage and time records that include the employee's name, address, type of work performed, type of employment agreement, hours worked in each pay period, wages paid, and leave taken for employment relations education. Employers must keep records of holidays and leave taken by each employee, including the employee's name, starting date, number of hours worked each day in a pay period, wages paid, leave entitlement, leave taken, holiday pay, and date of termination. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Wage and time records must be retained for the preceding 6 years. Information contained in holiday and leave records must be retained for 6 years after it is entered. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Wage and time records and holiday and leave records must be kept in written form or in a form that allows the information to be converted to written form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employers must share information about new employees with labor unions unless the employee objects. Employees have access to their wage and time records and holiday and

leave records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for employment claims based on violation of labor laws is 12 months from the cause of action. In the case of violations related to leave requests due to domestic violence, the limitation period is 6 months from the claimant became aware or should reasonably have become aware of the cause of action. The limitation period for employment relations problems other than personal grievances is 6 years from the cause of action. Employers must keep copies of pay equity claims lodged by employees.

NICARAGUA

Official name: Republic of Nicaragua
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must maintain records about time worked by individual employees and wages received. Employment contracts must include the employee's name, type of work to be performed, working hours, duration of the contract, and remuneration. Employers must keep copies of signed employment contracts. Employers must keep records of home workers. Ship captains must keep a register of employees under age 18, including the name and date of birth. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Records with electronic signatures have the same probative value and are subject to the same evidentiary requirements as records with conventional signatures. A draft of an electronic commerce law addresses the legal status of electronic records to satisfy retention requirements if they are accessible for later reference, are preserved in their original format or in a format that accurately reproduces the original, and identify the sender, receiver, date, and time.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to their own wage payment records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to violations of the labor code is 1 year from the cause of action.

NIGER

Official name: Republic of Niger
Official language(s): French
Type of government: Unitary

- Content: Employers must report information about new employees, including the name, other identification, residence, profession, jobs previously held, date of entry into Niger, hiring date, and a copy of the written employment contract. Employers must keep a register of wages paid, which must be signed by employees when they are paid. Employers must keep an up-to-date register, termed the "employer's register," which contains information about employee, including the name, address, gender, date and place of birth, nationality, parentage, family status, work performed, holidays, and remuneration. Employment contracts must include the employee's name, address, gender, nationality, date and place of birth, nationality, marital status, job classification, work location, and remuneration. Employers must keep records of hours worked by individual employees. Apprenticeship contracts must include the apprentice's name, address, parents' names and address, duration of the contract, remuneration, and training to be received. Employers must keep copies of apprenticeship contracts and list them in the employer's register. Employers must keep a register of underage employees. Employers must keep a register of employees who are subject to special rather than collective rest days. Employers must keep a register of shift workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register and register of wages paid must be retained for 5 years from the date of last entry. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Certain parts of the employer's register can be kept in electronic form provided the information is readily accessible by labor inspectors.

- Location: The employer's register and register of wages paid must be kept at the headquarters of each establishment where work is performed, but registers for establishments located in the same region may be consolidated if approved by labor inspectors. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unpaid wages is 2 years from the cause of action.

NIGERIA

Official name: Federal Republic of Nigeria
Official language(s): English
Type of government: Federated

- Content: Employment contracts must include the employee's name, address, nature of employment, expiration date, hours of work, leave entitlement, and remuneration. Employers must keep sufficient records of wages and conditions of employment to demonstrate compliance with labor laws. Information for each employee must include the name, address, place of origin, date of birth, name and address of next of kin, and starting and termination date. Employers must keep a register of underage employees, including their ages, dates of employment, and conditions of employment. According to data protection law, the reason for collection of personal information must be made known to employees and their consent must be obtained.

- Retention: Employment records must be retained for 3 years after the period to which they pertain. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements for employee records. Legislation regarding the legal acceptability of electronic records has been proposed but was not enacted at the time this report was written.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Laws and regulations do not specify a statute of limitations for legal actions related to employment disputes.

NORTH MACEDONIA

Official name: Republic of North Macedonia
Official language(s): Macedonian
Type of government: Unitary

- Content: Employment contracts must specify the starting date, type of work to be performed, working hours, the work location, the duration of employment, remuneration, and leave entitlement. When preparing an employment contract, collection of information about an employee's marital status or family planning is prohibited. Employers must keep copies of employment contracts. Employers must keep records for each employee, including the name, father's name, identification number, date and place of birth, gender, address, work location, education, professional training, description of occupation, working hours, starting date, duration of employment, gross and net wages, and other remuneration. Employers must keep records of working hours, including overtime hours, of individual employees. Employers must keep separate records of working hours for part-time employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Laws and regulations specify contradictory requirements for retention of information about employees. According to the Law on Labor Records, employee records must be kept permanently, but the Labor Relations Law and Law on Personal Data Protection specify that personal information about employees must be deleted when no longer needed for the reason for which it was collected.

- Format: Records of employees' working hours can be maintained in electronic form. Labor laws and regulations do not specify format requirements or restrictions for other employment records. Employment contracts with electronic signatures have the same legal status as contracts with handwritten signatures.

- Location: Employment contracts must be kept at the place of work. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Personal information about an employee cannot be disclosed to third parties without the employee's authorization. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that

contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for complaints related to unfair dismissal is 15 days from the employer's decision to terminate an employment contract. The limitation period for claims related to unpaid wages is 3 years from the cause of action.

NORWAY

Official name: Kingdom of Norway
Official language(s): Norwegian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, work location, duties or job title, starting date, expected duration, leave entitlement, working hours, and renumeration. Employers must maintain information about hours worked by individual employees. Employers are prohibited from collecting information about a new employee's political opinions or membership in employee organizations unless justified by the nature of the job. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to the number of hours worked by employees must be retained for 3 years and 6 months following the end of the year to which they pertain. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. As an EEA state, Norway complies with the EU directive that specifies a 2-year retention period for records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road.

- Format: Records of hours worked can be maintained in electronic form. Electronic records have the same probative value as paper documents.

- Location: To the extent that are records of hours worked are considered accounting records, they must be kept in Norway or, if kept abroad, transferred to Norway within 1 month of the adoption of the annual accounts and no later than 7 months after the end of the financial year to which the records pertain. Such records can be stored electronically in another EEA state if they are accessible to Norwegian authorities.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for labor disputes to be adjudicated by the Dispute Resolution Board is 4 weeks from the cause of action. Appeals can be brought before a court within 8 weeks after the Board's decision. The limitation period for complaints related to improper dismissal due to failure to comply with legal requirements is 4 months from termination of employment.

OMAN

Official name: Sultanate of Oman
Official language(s): Arabic
Type of government: Unitary

- Content: Employment contracts must include the employee's name, date of birth, qualifications, occupation, address, nationality, type of work to be performed, duration of the contract, and remuneration. Employers must maintain a file on each employee including the employee's name, address, age, social status, nationality, job, experience, qualifications, starting date, leave entitlement, remuneration, and date and reason for termination of employment. Employers must keep copies of employment contracts. Employers must maintain a register of information about employees, including the name, address, age, gender, work to be performed, employment status, and remuneration. Employers must maintain a register of wages paid to employees. Employers must maintain a register that records employees' entry in and exit from mines and quarries.

- Retention: Employee files must be retained for 1 year following termination of employment. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The register of employee information must be kept at the employee's workplace. Labor laws and regulations do not specify storage locations for other employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for claims related to employment law is 1 year from the cause of action.

PAKISTAN

Official name: Islamic Republic of Pakistan
Official language(s): Urdu
Type of government: Federated

- Content: Every manufacturing facility must maintain a register of adult workers showing the name and age of each adult employee and the nature and hours of the work performed. Employers must maintain a register of child workers, including the name, date of birth, father's name, working hours, nature of the work, and rest periods. Manufacturing facilities must maintain a register of child workers, including a certificate of fitness. Employers must keep a register of wages paid to employees, including gross wages, net wages, advances, deductions made, fines imposed, and the payment date. Employers subject to minimum wage rules must maintain a wage register, muster roll, and wage slips. Employers must maintain a register of leaves of absence that have been refused or postponed. According to a draft data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The register of wages paid must be kept for 12 months from the date of last entry. The register of child workers must be kept for 3 years from the commencement of work. The minimum wage register, muster roll, and wage slips must be kept for 2 years from the date of last entry. According to a draft data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to a draft data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees can request a copy of the register of leaves of absence that apply to

them. According to a draft data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Grievances related to unfair labor practices must be brought to an employer's attention within 90 days of the cause of the grievance. The statute of limitations for contract-related civil litigation is 6 years from the date a written contract was breached or 3 years from the date that a non-written contract was breached. The limitation period for employment disputes involving wages owed to a laborer or home worker is 1 year from the cause of action. For other wage disputes, the limitation period is 3 years from the cause of action.

PALAU

Official name: Republic of Palau
Official language(s): English, Palauan
Type of government: Unitary

- Content: Employers must maintain records about each employee, including the name, address, age, legal residence, job classification, wage rate, hours worked each week, gross wages, and deductions. For non-resident workers, the records must indicate the employee's citizenship, country of origin, education, experience, expiration date of entry permit, and a copy of the non-resident worker's agreement. A non-resident worker's contract of employment must specify the job title, duration of the contract, work location, weekly work schedule, wages for regular and overtime work, and deductions. Employers must keep a copy of non-resident workers' employment contracts.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The general statute of limitations for civil litigation is 6 years from the cause of action. Employers and employees should attempt to resolve disputes related to violations of labor law between themselves. Disputes related to dismissal of a non-resident worker for cause must be filed with the Division of Labor at least 10 days prior to the effective date of termination. A non-resident worker must file a claim for unpaid wages within 30 days of the cause of action.

PANAMA

Official name: Republic of Panama
Official language(s): Spanish
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, age, gender, and marital status; names of the employee's dependents; and information about the type of work to be performed, the work location, the working hours, the starting date, the duration of the contract, and the remuneration. Employers must keep copies of employment contracts. Employers must keep a record of all employees, including the name, age, gender, nationality, working hours, overtime hours, vacation periods, and remuneration. Employers must keep a record of wages paid to individual workers, including bonuses and commissions. Employers must keep a register of employees under age 18, including the employee's name, date of birth, address, parents' names, type of work to be performed, working hours, remuneration, and training to be received. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information

maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to unfair dismissal is 2 months from termination of employment. The limitation period for claims related to unpaid wages is 5 years from the cause of action.

PAPUA NEW GUINEA

Official name: Independent State of Papua New Guinea
Official language(s): English, Tok Pisin, Hiri Motu, others
Type of government: Unitary

- Content: Employers must maintain copies of written employment contracts. Employers must create a written record of the terms and conditions of an oral employment contract. Employers must keep records of overtime or other work done outside of normal working hours. Employers must keep a record of wages paid to each employee, including the amount and reason for any deductions. Employers must keep a register of piece-rate work of an agricultural or horticultural nature.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: According to draft legislation, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records of wages paid must be kept at the place of employment. Labor laws and regulations do not specify storage locations for other employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The general statute of limitations for claims related to employment contracts or recovery of money owed is 6 years from the cause of action.

PARAGUAY

Official name: Republic of Paraguay
Official language(s): Spanish, Guarini
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, age, gender, marital status, profession or trade, nationality, type of work performed, work location, working hours, and remuneration. Apprenticeship contracts must include the apprentice's name, age, marital status, nationality, address, work to be performed, training to be provided, and remuneration. Employers must keep copies of employment and apprenticeship contracts. Employers must give each employee, on request, a statement of monthly hours worked and wages received. Employers must keep a record of overtime hours by individual employees. Employers must keep records of underage employees and minor apprentices, including the name, age, date of birth, address, work performed, working hours, starting date, school situation, termination date, and number and date of the work certificate. Employers must keep a register of employees' paid vacations.

- Retention: Labor laws and regulations do not specify retention periods for employee records. Employees have a constitutional right to request destruction of personal information that is incorrect or improperly affects their rights.

- Format: Records for underage employees must be kept in a book with numbered pages and without annotations or amendments between lines. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to privacy law, individuals have access to private information maintained about them, but sensitive or confidential information about employees cannot be disclosed to others.

- Labor Disputes: The statute of limitations for claims related to unjustified dismissal is 60 days from termination of employment. The limitation for claims related to breach of an employment contract is 1 year from the cause of action.

PERU

Official name: Republic of Peru
Official language(s): Spanish
Type of government: Unitary

- Content: Employers must keep a record of home workers, including the name, starting and termination date, nature and quality of the work commissioned, and the remuneration. A draft labor law imposes additional recordkeeping requirements. Employers must keep copies of employment contracts. Employers must keep records of hours worked, including overtime hours, by individual employees. Employers must keep a record of paid vacation taken by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The general statute of limitations for litigation is 10 years from the cause of action. According to the draft labor law, the statute of limitations for claims related to remuneration is 4 years from termination of the employment relationship. The limitation period for claims related to unfair dismissal is 60 days from termination of employment.

PHILIPPINES

Official name: Republic of the Philippines
Official language(s): English, Filipino
Type of government: Unitary

- Content: Employers must keep daily time and attendance records for individual employees, excluding managerial employees for whom attendance records but not time records are required. Employers must keep daily production records for individual employees who are paid by results on a non-time basis. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employment records must be retained for 3 years from the date of last entry in the records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records for individual employees must be kept at the employee's workplace. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor regulations officers and other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for money claims arising from employment relationships is 3 years from the cause of action. The limitation period for wages and damages due to illegal dismissal is 4 years from termination of employment.

POLAND

Official name: Republic of Poland
Official language(s): Polish
Type of government: Unitary

- Content: Employers must keep separate personnel files and other records for each employee. Personnel files must be organized into separately labeled segments for personal information, documents related to the employment relationship, documents related to termination of employment, and records related to disciplinary actions and liability under other regulations. Employment contracts must specify the type of work, working hours, work location, leave entitlement, starting date, and remuneration. Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep records of hours worked by individual employees, including overtime, and leave taken. Employers must keep records of wages and other remuneration received by individual employees. Employers must keep records of underage employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: For employees hired after January 1, 2019, employers must keep records in a manner that ensures their integrity and availability for 10 years after termination of the employment relationship. For employees hired before January 1, 1999, the retention period is 50 years after termination of the employment relationship. For employees hired between January 1, 1999 and December 31, 2018, the retention period is either 10 years or 50 years after termination of employment, as determined by the employer. Employees have the option of collecting their personnel files after the shorter retention period expires; otherwise, the employer can destroy the records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Regulations provide explicit instructions for organization of employee documentation in paper or electronic form. Employee records can be maintained in electronic form provided their completeness is preserved, they are protected against accidental destruction, and they are readable and accessible throughout their retention period. Digital reproductions of paper records must be stored in the PDF format. Each record must be separately scanned, identified, and signed with a qualified electronic signature or electronic

stamp. Records that originate in digital form can be stored in their native formats. If electronic records are converted to paper for retention, each document must be printed and manually signed by an authorized person. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment matters is 3 years from the cause of action.

PORTUGAL

Official name: Portuguese Republic
Official language(s): Portuguese
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must specify the employee's place of work, duties, starting and termination date, leave entitlement, working hours, and remuneration. Employment contracts with foreign workers must include the employee's identification, work location, working hours, remuneration. The employer must keep a copy of the contract with supporting documentation related to the entry and residence of the foreign worker. Employers cannot require employees to provide information related to their private lives, health, or pregnancy status except when justified by the work to be performed. Employers must keep a register that includes the name, date or birth, date of hiring, type of contract, job category, promotions, wages, promotions, absences, and leave entitlement for each employee. Employers must keep a record of working hours per day or week, including overtime hours. Employers must keep a separate record of workers included in each shift. Employers must keep an up-to-date record of disciplinary actions. Employers can process personal information about employees to the extent permitted by the Labor Code. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of working hours, including overtime, must be kept for 5 years. Biometric data about employees must be destroyed upon termination of employment or transfer of the employee to another workplace. The same retention period applies to information collected through distance surveillance of employees in the workplace. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Labor laws and regulations do not specify format requirements for employee records. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to violation or termination of employment contracts is 1 year after the day following the day on which an employment contract terminates.

QATAR

Official name: State of Qatar
Official language(s): Arabic
Type of government: Unitary

- Content: Employment contracts must include the employee's name, residence, nationality, starting date, type of work, work location, and remuneration. Employers must keep copies of employment contracts. Employers must maintain a personnel file for each employee. Employers must maintain a worker's register with each employee's name, nationality, job, starting date, marital status, education, professional qualifications, remuneration, leave taken, and penalties imposed. Employers must maintain a register of daily, weekly, monthly, or production wages paid to each employee. Employers must maintain a register of disciplinary penalties deducted from wages. Employers must maintain a register of former employees, including the date and reason for termination of employment and entitlements paid to them or their heirs. Employers must keep copies of apprenticeship contracts. Personnel files for underage employees must include the birth certificate, medical fitness certificate, and a certificate of periodic medical examination. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personnel files must be kept for 1 year following termination of employment. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information

maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Employees should submit complaints to their employer in writing. If that is not possible, mediation should be attempted. Employers and employees should try to settle disputes between themselves. The statute of limitations for claims related to violations of labor law is 1 year from expiration of the claimant's contract of employment.

ROMANIA

Official name: Romania
Official language(s): Romanian
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must maintain a general employee register that identifies each employee and includes information about dates of employment, positions held, the type of employment contract, remuneration, starting date, and the date of contract termination. Employers must keep records of hours worked by individual employees. Employers must maintain signed lists of wages paid to individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The signed lists of wages paid must be maintained for the same retention period as accounting records, which is 10 years from the end of the financial year to which they pertain if the signed list is considered a ledger or 5 years if the signed list is considered supporting documentation. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. Personal information captured in the workplace by electronic monitoring or video surveillance systems must not be kept longer than 30 days. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records. Electronic contracts can satisfy legal requirements that information be kept in its original form provided the integrity of the information is maintained, the information is immediately available, and a qualified electronic signature is used. Electronic contracts with a qualifying signature have the same probative value as paper contracts.

- Location: The general employee register must be kept at the employer's headquarters location. If the employer ceases operation, the employee register must be submitted to the competent public authority in the area where the employer's headquarters is located. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain

personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for unpaid wages and most other violations of labor law is 3 years from the cause of action. The limitation period for unfair termination of an employment contract is 30 days after an employee was notified of the termination.

RUSSIA

Official name: Russian Federation
Official language(s): Russian
Type of government: Federated

- Content: Employment contracts must include the employee's name, identification number, work location, type of work to be performed, starting date, working hours, leave entitlement, and remuneration. Employers must keep copies of employment contracts. Employers must keep records of time worked, including overtime, by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personnel files, labor contracts, employment histories, salary documents, and other records related to individual employees predating January 1, 2003 must be retained for 75 years. For records after that date, the retention period is 50 years. The retention period for notifications, warnings, and documents related to disciplinary actions is 3 years. According to the Labor Code, employees can request deletion of disciplinary information within 1 year from the disciplinary action. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records. An electronic document with a qualified electronic signature has the same legal status as a paper document with a handwritten signature.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to personal information maintained about them. According to data protection law, disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for complaints related to violation of labor laws is 3 months from the date that the complainant learned or should have learned of the cause of

action. For complaints related to unfair dismissal, the limitation period is 1 month from the day that the complainant was notified of the dismissal. For disputes related to unpaid wages, the limitation period is 1 year from the cause of action.

RWANDA

Official name: Republic of Rwanda
Official language(s): Kinyarwanda, English, French
Type of government: Unitary

- Content: Employers must keep a register of individual workers, including each employee's name, nationality, gender, date of birth, district of domicile, level of education, occupational category, identification number, remuneration, and starting and termination date. Employers must keep a record of overtime hours worked by individual employees. Employers must maintain files on individual apprentices indicating their progress. Electronic information of a personal nature must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited. Organizations must keep a record of personal information in electronic form that is disclosed to a third party.

- Retention: The register of employee information must be retained for 5 years from the date of last entry. Records of personal information disclosed to a third party must be kept for 1 year. Electronic information of a personal nature must be deleted when no longer needed for the purpose for which it was collected.

- Format: Records of overtime may be kept electronically. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The register of employee information must be kept at the workplace. Labor laws and regulations do not specify storage locations for other types of employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for employment-related legal claims is 2 years from the cause of action.

SAINT KITTS AND NEVIS

Official name: Federation of Saint Christopher and Nevis
Official language(s): English
Type of government: Federated

- Content: Employers must provide each employee with a written statement of the terms and conditions of employment, including the employee's name, address, starting date, job title, description of duties, working hours, leave entitlement, and remuneration. Employers must keep a record of wages paid to individual employees, including the starting and termination date of employment. Employers must keep records of the remuneration, periods of employment, and paid holidays for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of periods of employment, remuneration, and paid holidays must be kept for 3 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for legal actions based on a simple contract or tort is 6 years from the cause of action. The limitation period for claims related to severance payments is 6 months from the cause of action.

SAINT LUCIA

Official name: Saint Lucia
Official language(s): English
Type of government: Unitary

- Content: Employment contracts must specify the employee's name, term of employment if other than indefinite, remuneration, working hours, rest periods, and leave entitlement. Employers must maintain records to confirm compliance with minim wage requirements. Employers must keep records of vacation leave, periods of employment, and remuneration for every employee. Employers must keep records of each female employee, including the starting date, working hours, remuneration, date and duration of maternity leave taken, and maternity pay received. Employers must keep a register of all underage employees, including the name, address, date of birth, and starting and ending dates of employment. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of employees' wages must be retained for 6 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for wages of employees hired for a period of 1 year or longer is 3 years from the cause of action. The limitation period for employment complaints submitted to the labor tribunal is 1 year from the cause of action.

SAINT VINCENT AND THE GRENADINES

Official name: Saint Vincent and the Grenadines
Official language(s): English
Type of government: Unitary

- Content: Employers must provide each employee with a written statement of the terms and conditions of employment, including the working hours, rest periods, duties to be performed, leave entitlement, and remuneration. Employers must keep an accurate record of the date of employment for each employee and, where applicable, the date of commencement of employment with a previous employer. Employers of both men and women must keep wage sheets or other records of remuneration to demonstrate compliance with equal pay requirements. Shop owners must keep records of the daily working hours of each employee.

- Retention: Employers must retain wage sheets or other records of remuneration for the preceding 6 years. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to the employer's records about their own date of employment. Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor laws and regulations do not specify limitation periods for employment-related claims. The general statute of limitations for legal proceedings is 6 years from the cause of action for contract claims and 3 years from the cause of action for tort claims.

SAMOA

Official name: Independent State of Samoa
Official language(s): English, Samoan
Type of government: Unitary

- Content: Employment contracts must specify the employee's name, occupation, work location, working hours, rest periods, duties, leave entitlement, and remuneration, including overtime compensation. Employers must keep copies of employment contracts. Employers must keep records of employees, including the age, gender, citizenship, most recent qualification and employment, type of work performed, weekly working hours and earnings, overtime hours, deductions from wages, leave entitlement, remuneration, and attendance records. Apprenticeship contracts must include the apprentice's duties, work location, working hours, leave entitlement, duration, remuneration. Employers must keep copies of apprenticeship contracts and records about the progress of each apprentice.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and government officials. Employees can request access to records maintained about them. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor laws and regulations do not specify limitation periods for employment-related claims. The general statute of limitations is 6 years from the cause of action for claims based on a contract or tort.

SAN MARINO

Official name: Republic of San Marino
Official language(s): Italian
Type of government: Unitary

- Content: Employers must keep records of wages, salaries, and compensation paid to employees. Collection of computerized data about employees is only permitted with their permission or when authorized by laws and regulations. Collection of computerized data about an employee's private life is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. Employees have the right to request destruction of obsolete personal data in computerized form.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor laws and regulations do not specify limitation periods for employment disputes. The general statute of limitations for civil litigation is 20 years from the cause of action.

SAO TOME AND PRINCIPE

Official name: Democratic Republic of Sao Tome and Principe
Official language(s): Portuguese
Type of government: Unitary

- Content: Employment contracts must include the work location, working hours, type of work to be performed, starting and termination dates, leave entitlement, and remuneration. Employers must keep an up-to-date personnel register, including each employee's name, date of birth, starting date, job category, promotions, remuneration, and dates of vacations and absences. Employers must keep a record of overtime hours and workers assigned to night shifts. Employers must keep records of disciplinary sanctions applied to individual employees. Employers cannot require employees to provide information about their private lives except where relevant for employment. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment related claims is 5 years from the cause of action or 2 years following termination of employment. For claims related to leave entitlement, the limitation period is 1 year from the cause of action.

SAUDI ARABIA

Official name: Kingdom of Saudi Arabia
Official language(s): Arabic
Type of government: Unitary

- Content: Employment contracts must include the employee's name, nationality, work location, starting date, and remuneration. Employers must keep copies of employment contracts. Employers must keep records and rosters that include each employee's name, identification number, nationality, occupation or trade, date of birth or age, residence, family status, starting date, remuneration, disciplinary actions, working hours, overtime, leave entitlements, and the termination date and reason. Employers must keep records that indicate when employees enter and leave the workplace. Employers must keep a register of underage employees including the name, age, residence, guardian's name, and starting date. Employers must keep a record showing the names of Saudi workers who have replaced non-Saudis. Employers must keep records of disciplinary actions and fines imposed on workers. Employment contracts of seamen must be entered in the vessel's records. Marine employment contracts must include the seaman's name, duties, certification for sea navigation, wages, and duration of the contract.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Employment records must be maintained in the workplace.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for disputes involving violations of labor law is 12 months from the cause of action. For disputes related to employment contracts, the limitation period is 12 months following termination of the employment relationship.

SENEGAL

Official name: Republic of Senegal
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a register, known as the "employer's register," which contains information about employees, including work performed, remuneration, and holidays. Employers must keep a register of wage paid to individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 5 years from the date of last entry. The register of wages paid must be kept for the same retention period as accounting records, which is 10 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The employer's register and the register of wages paid must be kept at the employer's place of business. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to unpaid wages is 5 years from the cause of action. The limitation period for claims related to unpaid leave, travel, or transport is 2 years from termination of employment.

SERBIA

Official name: Republic of Serbia
Official language(s): Serbian
Type of government: Unitary

- Content: Employment contracts must include the employee's name, residence, education, type of work to be performed, type of contract and duration, starting date, working hours, and remuneration. Employers must keep monthly records of wages paid to individual employees, including deductions from earnings. Employers must keep daily records of overtime hours by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods and their integrity is assured. Electronic records to be kept longer than 5 years must be in a format suitable for long-term storage. Electronic documents with qualified electronic signatures have the same legal status as paper records with handwritten signatures. The probative value of an electronic document cannot be challenged solely because it is in electronic form.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to documents that contain personal information about them. Disclosure of personal information to a third party is prohibited except as required by law or necessary to prove rights and obligations arising from the employment relationship.

- Labor Disputes: The statute of limitations for employment-related monetary claims is 3 years from the cause of action.

SEYCHELLES

Official name: Republic of Seychelles
Official language(s): English, French, Seychellois Creole
Type of government: Unitary

- Content: Employment contracts must include the employee's name, nature of employment, type of contract, work location, working hours, overtime requirements, and remuneration. Employers must keep copies of employment contracts. Employers must keep a register of individual employees, including the name, date of birth, identification number, address, occupation, qualifications attained during employment, starting date, remuneration, and disciplinary actions. Employers must keep a record card for each employee in a prescribed form that includes the employee's personal details, education, employment history, conditions of employment, disciplinary actions, and leave taken. According to data protection law, which was passed but not in force at the time of this writing, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Labor laws and regulations do not specify limitation periods for employment disputes. The general statute of limitations for civil litigation is 5 years from the cause of action.

SIERRA LEONE

Official name: Republic of Sierra Leone
Official language(s): English
Type of government: Unitary

- Content: Employment contracts must specify the nature of the work and remuneration. Employers must keep copies of employment contracts.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor laws and regulations do not specify limitation periods for employment complaints. The general statute of limitations for civil litigation is 6 years from the cause of action.

SINGAPORE

Official name: Republic of Singapore
Official language(s): English, Malay, Mandarin, Tamil
Type of government: Unitary

- Content: Employers must maintain records for individual employees, including the employee's name, address, date of birth, gender, identification number, starting and final date of employment, hours worked each day, leave taken, wages paid, overtime hours and payments, deductions from wages, and net pay for each salary period. Employers must give each employee a written statement of the terms and conditions of employment, including the job title, duties, starting date, working hours, leave entitlement, and remuneration. Employers must keep a register of deductions from employees' wages for damages or loss. Employers must provide the Commissioner of Labour with information about underage employees, including the name, gender, date of birth, job title, starting date, job description, and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records that contain an employee's name, address, and other personal information as well as the starting and termination date of employment must be retained for 1 year after the last day of employment. Other information in employee records must be retained for 2 years after the entry is made or, if employment ends, 1 year after the last day of employment. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that

contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for employment claims submitted to the Commissioner for Labour for mediation is 1 year from the cause of action or 6 months from termination of the employment relationship. Appeals to the High Court must be made within 7 days after the order being appealed was made. The general statute of limitations for legal claims based on a contract or tort is 6 years from the cause of action.

SLOVAKIA

Official name: Slovak Republic
Official language(s): Slovak
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must specify the type of work to be performed, the work location, the starting date, and the remuneration. Employers must keep records of the hours worked by individual employees, including overtime hours, night work, and on-call time. Employers must keep records of juvenile employees, including date of birth. Employers are required to issue an employment performance report when requested by an employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Laws and regulations do not specify format requirements for employee records. Electronic records with a qualified electronic signature have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. Employees can inspect their personnel files and make extracts, transcripts, or photocopies from it. According to data protection law, employees have access to personal information maintained about them. Disclosure of

employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to unfair dismissal is 2 months from termination of employment. The general statute of limitations for civil litigation is 3 years from the cause of action.

SLOVENIA

Official name: Republic of Slovenia
Official language(s): Slovene
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep records on each employee, including the name, date of birth, place of birth, identification number, citizenship, address, education, disability status, partial retirement status, supplementary work performed for another employer, work permit number, date and type of employment contract, job title or type of work to be performed, working hours per week, work location, and date of termination. Employers must keep records on hours worked per pay period, including overtime, and gross and net wages paid to individual employees. Employers must provide employees with a written statement of wages for each pay period and at the end of the calendar year. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employee information, including records of working hours and wages, must be retained permanently. If a company goes out of business, these records must be transferred to the company's legal successor or, if there is no successor, to the Archives of the Republic of Slovenia. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records with a qualified electronic signature have the same probative value as paper documents with handwritten signatures.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that

contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by competent authorities on request. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for submission to a labor court of disputes related to violations of labor laws, including unfair dismissal, is 30 days after a claim submitted to an employer or handled through mediation remains unresolved.

SOLOMON ISLANDS

Official name: Solomon Islands
Official language(s): English
Type of government: Unitary

- Content: Employment contracts must specify the employee's name, starting date, working hours, leave entitlement, disciplinary procedures, housing allowance, and remuneration. The terms of employment must either be given to an employee in writing or made available in written form in a place that is reasonably accessible to the employee. Employers must keep records of employees, including the terms and conditions of employment. Employers must keep a register or check roll that includes each employee's name, home address, place of recruitment, nature of employment, rate of wages, payments, deductions, and bonuses. Employers must keep records of time worked and remuneration paid to apprentices. Employers must keep copies of apprenticeship contracts. Employers must keep records of underage employees, including the name, date of birth, and starting and termination dates.

- Retention: Records about apprentices must be retained for 3 years from the date of last entry. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. Individual employees have access to information maintained about them. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for claims related to unfair dismissal is 3 months from the date of dismissal. The limitation period for redundancy payment is 2 years from the date an employment submitted a claim in writing to the employer or the Trade Disputes Panel. The limitation period for claims related to minimum wage payments is 2 years from the cause of action.

SOMALIA

Official name: Federal Republic of Somalia
Official language(s): Somali, Arabic
Type of government: Federated

- Content: Employment contracts must include the employee's name, age, gender, address, job description, starting date, working hours, work location, leave entitlement, and remuneration. Apprenticeship contracts must include the employee's name, age, civil status, nationality, occupation, services to be provided, duration, and remuneration. Employers must maintain written contracts, warning letters, statements of statutory deductions, letters of dismissal, termination notices, and particulars of maternity and sick leave for each employee. Employees must keep a register of underage employees, including the age and date of birth, starting date, and termination date. Employers must keep a record or register of the earnings of individual employees.

- Retention: The register of employees' earnings must be retained for 6 years from the date of last entry. Other employee records must be retained for 36 months.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The parties involved must attempt to resolve an employment dispute through conciliation before it is referred to the labor court. Labor laws and regulations do not specify statutes of limitations for employment claims.

SOUTH AFRICA

Official name: Republic of South Africa
Official language(s): English, Afrikaans, Setswana, others
Type of government: Unitary

- Content: Employers must give each employee a written statement of the terms and conditions of employment, including the work location, starting date, working hours, wage rate, overtime rate, leave entitlement, and a list of documents that form part of the employment contract with an indication of a reasonably accessible place where copies of each document can be obtained. Employers must keep records for each employee, including the name and occupation, time worked, date of birth (if under 18 years of age), and remuneration paid. Employers must keep required for compliance with a collective agreement, arbitration award, or minimum wage laws. Employers should keep disciplinary records for that specify the disciplinary transgressions and corrective actions for each employee. Employers must give each employee a written record of wages, deductions, overtime hours, and holiday hours for each pay period. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employment records must be kept in original or reproduced form for 3 years from the date of the event or the end of the period to which they relate. The written statement of terms and conditions of employment given to each employee must be retained by the employer for 3 years after termination of the employment relationship. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors, other government officials, or bargaining councils. Employees have the right to inspect their employment records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for employment-related monetary claims is 1 year from the cause of action. The general statute of limitations for civil litigation is 3 years from the cause of action.

SOUTH KOREA

Official name: Republic of Korea
Official language(s): Korean
Type of government: Unitary

- Content: Employment contracts must state an employee's working hours, remuneration, holidays, and annual paid leave. Employers must maintain an up to date register of workers by workplace, including each employee's name, birth date, personal history, termination date and reason, and other information. Employers must maintain a certificate of family relationships for underage employees, verifying the employee's age and written consent of the parent or guardian. Employers must maintain a wage ledger for each workplace, including each employee's name, resident registration number, date of employment, assigned job, working days and hours, basic pay, deductions, and amount of wages paid to individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The wage ledger must be retained for 3 years from the date of last entry. Other important records related to employees must be retained for 3 years from termination of the employment relationship. Such records include employment contracts, entries in the register of employees, family relationship certificates, and documents pertaining to calculation of wages and payment methods, termination or employment, leaves of absence, promotion, or demotion. For records related to underage employees, the 3-year period begins when the employee attains age 18. For other important records, the 3-year period begins with the date the record was completed. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records for underage employees must be kept at the employer's workplace. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for an employee's complaint submitted to the Labor Relations Commission regarding unfair dismissal is 3 months from the cause of action. The limitation period for claims related to unpaid wages is 3 years from the cause of action.

SOUTH SUDAN

Official name: Republic of South Sudan
Official language(s): English
Type of government: Federated

- Content: Employers must provide each employee with a written statement of the terms and conditions of employment or with an employment contract with equivalent content. An employment contract or written statement must include the employee's name, place of origin, work location, type of work to be performed, duration of employment, and remuneration. Employers must keep copies of the written statements or employment contracts. Employers must maintain a register of wages and salaries paid to individual employees.

- Retention: Employment contracts or written statements of the terms and conditions of employment provided to a given employee must be retained for 3 years following termination of the employment relationship.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for claims related to wages or other entitlements is 2 years after termination of the employment contract.

SPAIN

Official name: Kingdom of Spain
Official language(s): Spanish
Type of government: Unitary

Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employment contracts must include the employee's starting date, work location, job category, working hours, leave entitlement, and remuneration. Employers must maintain signed receipts for wages paid to individual employees. Employers must keep daily records and monthly totals of the working hours of individual employees.

- Retention: Employers must retain signed receipts for wages for 5 years. Records of hours worked by individual employees must be kept for 4 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected. According to EU regulations, records of hours worked by employees involved in driving and other activities related to the transport of passengers or goods by road must be retained for 2 years.

- Format: Electronic records made available to labor inspectors must be readable. Electronic records can satisfy requirements that contracts or other information be in writing. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for complaints related to employment contracts is 1 years from termination of the contract. The limitation period for complaints related to violation of labor laws is 3 years from the cause of action.

SRI LANKA

Official name: Democratic Socialist Republic of Sri Lanka
Official language(s): Sinhala, Tamil
Type of government: Unitary

- Content: Employers must keep records of wages paid to employees in each wage period, including the employee's name, gender, type of work performed, number of hours worked, number of overtime hours, holidays or leave allowed or taken, maternity benefits paid, wages paid, deductions from wages, and the date of payment. Employers must maintain a register of women workers, including the employee's name, starting date, and termination date. Employers must keep a notice book relating to payment of maternity benefits to women workers.

- Retention: Registers and records that contain information about employees must be retained for 4 years from the last day of the pay period to which they pertain.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Registers and records that contain information about employees must be kept on the premises where business is carried out.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Employers must give employees access to their wage records.

- Labor Disputes: The limitation period for unpaid wages or other monetary claims related to employment matters is 2 years from the cause of action. The limitation period for claims related to termination of employment is 6 months from the date of termination.

SUDAN

Official name: Republic of Sudan
Official language(s): Arabic, English
Type of government: Unitary

- Content: Employers must keep a file on every employee. The file must state the conditions of the employment contract, including wages, deductions, and leave entitlement and dates. Employment contracts must include the employee's name, address, date of birth, country of origin, type of work to be performed, starting date, education, remuneration, and termination date. Employers must keep copies of employment contracts.

- Retention: Employee files must be retained for 1 year after termination of the worker's employment contract.

- Format: Electronic records have the same legal status and probative value as paper records provided they are accessible, that their integrity is maintained, and that information is preserved about their origination, reception, and date and time of transmission or receipt.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for civil litigation related to employment contracts is 1 year from termination of the contract.

SURINAME

Official name: Republic of Suriname
Official language(s): Dutch
Type of government: Unitary

- Content: Employers must keep a list of employees that includes each employee's name, date of birth, and gender. Employers must keep a vacation register that includes each employee's name, date of birth, starting and termination date of employment, dates when holidays were taken, and vacation allowances that have been paid. Employers must provide employees with a written statement of gross wages paid and deductions made to confirm that the payment complies with minimum wage requirements. Employers are required to collect and submit information about each employee to government authorities, including the name, nationality, date of birth, family composition, address, starting and termination dates of employment, the type of work performed, and remuneration. According to a draft data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to a draft data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: According to a draft law, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to a draft data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to a draft data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for monetary claims related to employment is 1 year from the cause of action for employees who are paid more frequently than once per quarter and 2 years from the cause of action for other employees.

SWAZILAND

Official name: Kingdom of Eswatini
Official language(s): English, Swazi
Type of government: Federated

- Content: Employers must provide each employee with a written statement of the terms and conditions of employment using a prescribed form that includes the employee's name, starting date, working hours, description of duties, leave entitlement, and remuneration. Employers must keep copies of the written statements. Employers must keep a record of each employee, including the name, address, date of birth, starting and termination dates, dates of leave taken, and dates when written warnings were issued. Employers must keep copies of foreign contracts of employment. Employers must keep a register of underage employees, including the same information required for adult employees plus the dates and results of medical examinations. Employers must keep a wage register including each employee's name, occupation, wage rate, pay period, regular and overtime hours, gross wages, deductions, and net wages. Employers must keep records of annual holidays taken by each employee, including the employee's name, amount paid for the annual holiday, starting date, and termination date.

- Retention: Employee records must be retained for 3 years from the last date of entry.

- Format: Employment records must be in ink or typewritten. Labor laws and regulations do not specify other format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor laws and regulations do not specify statutes of limitations for employment disputes.

SWEDEN

Official name: Kingdom of Sweden
Official language(s): Swedish
Type of government: Unitary

- Content: Employers in EU member states must inform employees in a written statement or otherwise about the terms and conditions of employment, including the work location, job classification, type of work to be performed, starting date, work pattern, leave entitlement, remuneration, and procedure for terminating the employment relationship. Employers must keep records of hours that an employee is on call and hours of overtime or additional time worked, including the employee's name, identification number, and work location. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of on-call and overtime work must be retained for the calendar year to which they pertain plus 2 additional years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records. Electronic documents with qualified signatures have the same legal status as paper records with handwritten signatures.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employees have access to records about the hours they have worked. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for proceedings to invalidate a notice of termination of employment is 2 weeks after notice of termination was given, or summary dismissal has occurred. If the terminated employee has not been informed of the procedure, the limitation period is 1 month after termination of employment. The limitation period for claims based on

a contract violation is 1 month after termination of employment. The limitation period for claims related to holiday pay is 2 years from the end of the annual leave year to which the claim pertains.

SWITZERLAND

Official name: Swiss Confederation
Official language(s): German, French, Italian, Romansh
Type of government: Federated

- Content: Employers must provide employees with a written statement of the starting date of an employment contract, the work to be performed, the length of the working week, and remuneration. Employers may handle data concerning an employee only to the extent that such data relates to the employee's suitability for his job or is necessary for the performance of the employment contract. Personnel files should be limited to documents that are essential for performance of the employee's work. Examples include references, test results, employment contracts, information about wages and insurance, job assessments, disciplinary actions, correspondence between the employer and employee, and medical certificates.

- Retention: Employers must review personnel files at 2-year intervals and remove any unnecessary records. Retention of personnel records following termination of employment must be limited to information that is legally required or that is retained in the interest of the employee. Records of former employees should be destroyed as soon as they are no longer needed—in most cases within 5 years following termination of employment. In exceptional cases, personnel records may be retained for 10 years following termination of employment. Employees can request deletion of inaccurate or unverifiable information about them.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records. Electronic documents with qualified signatures have the same legal status as paper records with handwritten signatures.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employees have access to information maintained about them except for notes of created by an employer for personal purposes and that are not disclosed to third parties. Unofficial parallel personnel files that contain confidential information that is not available to the data subject are prohibited. Disclosure of an employee's personal data to third parties requires consent of the employee.

- Labor Disputes: The statute of limitations for employment-related claims is 5 years from the cause of action. An employee seeking compensation for an unlawful termination notice must subject a written objection to the notice in writing before the end of the notice period. If

agreement cannot be reached, the employee's claim must be submitted to the court within 180 days following termination of the employment relationship.

SYRIA

Official name: Syrian Arab Republic
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep records of the terms and conditions of employment. Employers must keep records of fines imposed on individual workers, including the reason for the fine. Employers must maintain a staff register. Employment contracts must include the employee's name, workplace, duties, working hours, leave entitlements, and remuneration. Employers must keep copies of employment, apprenticeship, and vocational training contracts. Employers must keep a personnel file for each worker including the employee's name, nationality, age, residence, education, occupation, marital status, starting date, remuneration, leaves taken, termination date, and the reason for termination. Personnel files must also include investigation reports, disciplinary actions, and reports of line managers. Personnel files of underage employees must include a civil status record, health certificate, written consent of the parent or guardian, and information about the employee's place of residence, date of employment, job duties, remuneration, and leave entitlement. Employers must keep records of workers with disabilities, including vocational rehabilitation certificates. Employers must keep a register or system that records employees' entry and exit to and from mines and quarries.

- Retention: Employees' personnel files must be retained for at least one year after termination of the employment contract.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Access to personnel files must be limited to legally authorized persons.

- Labor Disputes: The limitation period for mediation of claims of unfair dismissal is 10 days after receipt of a dismissal notice. The statute of limitations for monetary claims related to employment is 1 year from the cause of action.

TAIWAN

Official name: Republic of China
Official language(s): None
Type of government: Unitary

- Content: Employers must maintain a worker record card for each employee, including the employee's name, address, gender, date of birth, ancestral origin, educational background, wages, starting date, merits, and demerits. Employment contracts must specify the location of work, working hours, type of work to be performed, rest days, leave entitlement, wage payments, and disciplinary procedures. Employers must keep copies of employment contracts. Employers must keep a payroll roster indicating wages payable, items of wage computation, the total sum of wage payments the dates of annual leave and the amount of paid leave for each employee. Employers must maintain records of individual employees' daily attendance to the minute. Employers must keep wage/salary tables for certain foreign workers as well as information about the total amount of wage/salary paid, the payment method, items of expense incurred, and items directly deducted from wages. Employees must keep copies of labor contracts for foreign workers as well as verified affidavits regarding expenses incurred for entry into the country. Employers must keep the originals of all application documents for foreign workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must retain a worker record card for 5 years following termination of the employee to whom the card pertains. Employers must retain payroll rosters for 5 years. Employers must retain employee attendance records for 1 year. No retention period is specified for records related to foreign workers, but the workers are advised to keep their copies for 5 years. Employers must retain originals of application documents for foreign workers for 5 years. No retention period is specified for records of foreign workers' wages, but foreign workers are advised to keep their copies for 5 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that

contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees can request copies of their attendance records.

- Labor Disputes: Employment disputes should be mediated before litigation. The limitation period for monetary claims related to employment is 5 years from the cause of action. The limitation period for damages resulting from gender discrimination is 2 years from the time that an employee became aware of the damage but not later than 10 years from the cause of action.

TAJIKISTAN

Official name: Republic of Tajikistan
Official language(s): Tajik
Type of government: Unitary

- Content: Employment contracts must include the employee's name, address, identification number, starting date, job title, working hours, rest time, remuneration, and contract duration. Employers must keep copies of employment contracts. Employers must accurately calculate the working time of employees, including overtime hours, night work, weekend work, and holiday work. Employers must keep records of the working time and rest time of part-time workers. Employers are prohibited from collecting information about an employee's religious or political opinions or personal life. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. Employees have the right to request deletion of personal information that was collected or processed in violation of labor laws and regulations. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected.

- Format: Electronic records have the same legal status and probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for submission to the reconciliation commission for employment claims involving violation of labor laws and regulations is 3 months from the cause of action. For litigation, the limitation period for wrongful termination is 1 month after the notification of termination of employment. For other labor disputes, the limitation period is 3 years from the cause of action.

TANZANIA

Official name: United Republic of Tanzania
Official language(s): English, Kiswahili
Type of government: Unitary

- Content: Every employer must provide each employee with a written statement of the particulars of employment, including the employee's name, age, address, gender, place of recruitment, job description, starting date, type of contract, work location, working hours, and remuneration. Employers must keep records of wages paid to employees. Every employer must provide each employee with a written statement of the particulars of remuneration for each pay period, including date of payment, employment or check number, gross salary, statutory and other deductions, and net salary.

- Retention: Employers must retain the written statements of particulars of employment and records of wages paid for 5 years after termination of employment.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The time limit for submission to the Commission for Mediation and Arbitration regarding wrongful termination is 30 days from the termination of employment or 30 days from the date that the employer made a final decision to terminate. The time limit for submission of other employment disputes is 60 days from the cause of action.

THAILAND

Official name: Kingdom of Thailand
Official language(s): Thai
Type of government: Unitary

- Content: Employers must keep records for each employee, including the name, address, gender, nationality, date of birth or age, starting date, position or duties, remuneration, and date of termination of employment. Employers must keep records of working time and payment of wages, including payment for overtime and holiday hours, for each employee. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employers must keep employee records for 2 years after termination of employment. Records for working time and wages must be kept for 2 years from the date of payment or until any disputes relating to payment of wages are resolved. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Records for individual employees must be kept at the employer's place of business. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: Employment disputes are initially referred to a labor inspector for investigation and determination. The limitation period for adjudication by a court of an employment dispute is 30 days after a decision is rendered by a labor inspector. The statute of limitations for litigation related to arears of salaries is 2 years from the cause of action.

TIMOR-LESTE

Official name: Democratic Republic of Timor-Leste
Official language(s): Portuguese, Tetum
Type of government: Unitary

- Content: Employment contracts must include the employee's name, position to be held, employment category, work location, working hours, rest periods, remuneration, and starting date. Employers must keep an up-to-date register of employees, including names, starting dates, type of employment contract, position held, remuneration, vacations, and justified and unjustified absences. Employers must keep records for each worker indicating the starting and stopping time for overtime work.

- Retention: The register of employees must be retained permanently. Labor laws and regulations do not specify retention periods for other employee records.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Labor disputes should be handled through mediation or arbitration before they are submitted to the court. The Civil Code specifies a limitation period of 5 years from the cause of action for claims related to periodic payments, but wages are not mentioned specifically. The general statute of limitations is 20 years from the cause of action.

TOGO

Official name: Togolese Republic
Official language(s): French
Type of government: Unitary

- Content: Employers must maintain a register, known as the employer's register, which contains information about employees, including work performed, remuneration, and holidays. Employers must maintain a worker's file for each employee. Employers must keep records of wages paid to individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: The employer's register must be retained for 5 years from the date of last entry. Records of wages paid must be retained for the same retention period as accounting records, which is 10 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The worker's file must be kept in the place of employment. International transfer of employee records that contain personally identifiable information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for employment claims related to employment contracts or unpaid wages is 5 years from the cause of action.

TONGA

Official name: Kingdom of Tonga
Official language(s): English, Tongan
Type of government: Unitary

- Content: Employers must keep records of each employee's name, address, date of birth, type of work and duties, working hours, enumeration, overtime rate, and leave entitlement. Employment agreements must include the employee's name, workplace, working hours, duties, remuneration, leave entitlement, duration of the agreement, and grievance and disciplinary procedures. Employers must keep copies of employment agreements. Employers must keep a register of underage employees, including the name, date of birth, gender, occupation, employment status, working hours, school attendance, starting date, remuneration, and termination date.

- Retention: Employee records must be retained for the 5 preceding years.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employment records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for raising an employment dispute is 21 days from the cause of action or 21 days from the time that the aggrieved party became aware of the cause of action. The time limit to submit the dispute for mediation by the ministry responsible for labor is 21 days from failure of the parties involved to resolve the dispute. The limitation period for submission of the dispute for adjudication by the Supreme Court of Tonga is 28 days from the date that mediation failed to resolve the dispute.

TRINIDAD AND TOBAGO

Official name: Republic of Trinidad and Tobago
Official language(s): English
Type of government: Unitary

- Content: Employers must keep sufficient records about wages paid to individual employees to demonstrate compliance with minimum wage requirements. Employers must keep records about employees who are covered by maternity protection requirements. Employers must keep a register of underage employees, including the name address and birth date. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of wages paid to individual employees must be retained for 3 years. Records related to maternity protection requirements must be retained for 5 years. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for reporting employment-related disputes to the labor ministry is 6 months from the cause of action. The labor ministry may refer unresolved disputes to the industrial court. The time limit for complaints related to violation of industrial relations laws is 3 months from the cause of action. The time limit for complaints related employment discrimination is 6 months from the cause of action.

TUNISIA

Official name: Republic of Tunisia
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must maintain records of wages paid to individual employees, including the employee's name, job or professional qualifications, working hours per pay period, overtime hours, gross wages, deductions, net wages, and date of payment. Apprenticeship contracts must include the name, nationality, date of birth, address, training to be provided, duration, remuneration, and parental information for minor apprentices. Employers must keep copies of apprenticeship contracts. Employers must keep a register of underage employees, including the name, date of birth, type of work, working hours, rest periods, certificate of employment, and medical examination results. Employers must keep a register of part-time employees, including the name and date of birth. Employers must keep a register that indicates each employee's starting date, dates and duration of annual leave, and payments for annual leave. Employers must maintain a register of foreign workers. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for all employment-related claims is 1 year from the end of the employment relationship.

TURKEY

Official name: Republic of Turkey
Official language(s): Turkish
Type of government: Unitary

- Content: Employers must give employees an employment contract or written statement of the terms and conditions of employment, including the working time, remuneration, time intervals for pay periods, and conditions for termination of employment. Employers must maintain a personnel file for each employee. The file must contain information about the employee's identity and all documents and records associated with employment. Employers must maintain records of the hours worked by individual employees. Where wages are based on a percentage, employers must maintain documentation showing how wages were calculated. Employers must maintain a list of female employees who will work night shifts. Employers must maintain records of paid leave taken by individual employees. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records related to workers who are paid on a percentage basis must be retained for 5 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records. An electronic document with a qualified electronic signature has the same legal status as a paper record with a handwritten signature.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for monetary claims related to employment is 5 years from the cause of action. The limitation period for unfair dismissal is 1 month from receipt of the notice of termination of employment. The limitation period for claims related to summary dismissal of an employee for cause is 1 year from the alleged infraction.

TURKMENISTAN

Official name: Turkmenistan
Official language(s): Turkmen
Type of government: Unitary

- Content: Employers must keep records of actual hours worked by individual employees, including overtime hours. An employment contract with a foreign citizen must include the employee's duties, working hours, rest conditions, and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for labor disputes is 1 month from receipt of a notice of termination for unfair dismissal. For other violations of labor law, the limitation period is 3 months from the cause of action or the date when the claimant learned of the cause of action.

TUVALU

Official name: Tuvalu
Official language(s): English, Tuvaluan
Type of government: Unitary

Content: Employment contracts must include the employee's name, position, job classification, type of contract, work location, working hours, remuneration, and leave entitlement. Employers must maintain copies of employment contracts. Employers must maintain records for each employee, including the name, date of birth, address, type of work, job classification, working hours, wages, overtime worked and overtime pay, annual leave accrued and taken, and public holidays taken and paid. Employers must maintain a register of underage employees, including the name, date of birth, gender, occupation, working hours, school or training attendance, remuneration, and starting date, and termination date. Employers must maintain a register or check roll with individual employee's names, place of recruitment, nature of employment, wages earned, advances and deductions, net amount paid, and bonuses.

- Retention: Employee records must be retained for the preceding 6 years.

- Format: Labor laws and regulations do not specify format requirements or restrictions for employee records.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for submission of an employment claim to the head of the labor ministry for dispute resolution services is 3 months from the date when the claimant became aware of the matter that gave rise to the dispute, provided the parties involved have attempted to resolve the dispute at the workplace level.

UGANDA

Official name: Republic of Uganda
Official language(s): English, Swahili
Type of government: Unitary

- Content: Employers must give every employee a written statement of the terms and conditions of employment including the starting date, job title, work location, working hours, remuneration, and leave entitlement. Employers must keep copies of the written statements. Employers must give each employee an itemized pay statement, including wages and deductions, for each pay period. Employers must keep records of disciplinary actions taken and the reasons. Employers must keep payroll records for each employee, including the name, nature of employment, wage rate, amount earned, deductions, and net amount due and paid. Employers must keep a register of underage employees, including the name, parents' names, birth date, gender, address, nature of the work, working hours, work location, school attended, and remuneration. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Labor laws and regulations do not specify retention periods for employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for a claim of unfair termination of employment submitted to a labor officer is 3 months from the date of termination. The limitation period for a complaint related to summary dismissal submitted to a labor officer is 6 months from the date of dismissal. The statute of limitations for employment claims founded on contract or tort is 6 years from the cause of action.

UKRAINE

Official name: Ukraine
Official language(s): Ukrainian
Type of government: Unitary

- Content: Employers must keep records of overtime hours worked by individual employees. Employers must keep a register of underage employees, including the birth date. Employers are prohibited from collecting information about an employee's political affiliation or nationality when concluding an employment contract. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Personnel records must be retained for 75 years, including records related to wages and promotions, employment contracts and job descriptions, payroll records, and personnel files of former employees. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Labor laws and regulations do not specify requirements or restrictions for access to or disclosure of employee records. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims to the Labor Disputes Commission regarding violations of labor law is 3 months from the date when the claimant learned or should have learned of the violation.

UNITED ARAB EMIRATES

Official name: United Arab Emirates
Official language(s): Arabic
Type of government: Federated

- Content: Employers must keep a file for each employee, including the name, profession, age, nationality, place of residence, marital status, starting date, remuneration, disciplinary penalties, and termination date and reason. The file must include a card that includes information about annual leaves, sick leaves, and other leaves. Employment contracts must specify the type of work to be performed, the work location, the starting date, the duration of the contract, and the amount of remuneration. Employers must maintain a register of wages for each employee. Employers must keep copies of employment contracts and vocational training contracts. Employers must keep a file for each underage employee, including the employee's birth certificate, health certificate, and written consent of the employee's guardian. Employers must also keep a register of underage employees, including the name, guardian's name, residence, job title, and dates of employment. Employers must keep a register of penalties imposed on individual employees, including the employee's name, wages, and the reason for and date of the penalty. Employers must maintain records about non-national workers.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: The register of wages must be kept at the employer's workplace. Labor laws and regulations do not specify storage locations for other employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for civil litigation related to the rights of wage earners is 2 years from the cause of action.

UNITED KINGDOM

Official name: United Kingdom of Great Britain and Northern Ireland
Official language(s): English
Type of government: Unitary

- Content: Employers must retain records of hours worked by individual employees to prove that they do not exceed legal limits. Employers must maintain records that establish compliance with national minimum wage requirements. Employers must maintain records related to paid maternity leave, including the date of the first day of absence of work because of pregnancy, the weeks in the tax year in which statutory maternity payments were made, the amounts paid, any weeks in which no payments were made, medical certificates or other evidence relating to the expected week of confinement, and a record of the date of birth. Employers must keep records related to sick pay for any incident for which an employee was incapable of working for 4 or more consecutive days. Employers are responsible for collecting and examining documents to confirm that their employees are eligible to work in the United Kingdom. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of hours worked by individual employees must be retained for 2 years from the date the records were created. Records that establish compliance with minimum wage requirements for a given pay period must be retained for 3 years after the day upon which the next pay period ends. Records related to paid maternity leave must be retained for 3 years after the end of the tax year in which the maternity pay period ends. According to the Home Office, copies of passports, identity cards, or other documents that confirm eligibility to work in the United Kingdom should be retained for 2 years after termination of employment. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Records that demonstrate compliance with minimum wage requirements may be maintained in electronic form. Labor laws and regulations do not specify format requirements or restrictions for other employment records. Electronic records have the same probative value as paper records.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that

contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employees have access to records related to minimum wage requirements if a violation is suspected. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims of unfair dismissal submitted to an employment tribunal is 3 months from termination of employment. For claims of discrimination or other employment violations, the limitation period is 3 months from the cause of action. In England, Wales, and Northern Ireland, the statute of limitations for civil litigation based on a simple contract is 6 years from the cause of action. In Scotland, the general statute of limitations for claims related to obligations is 5 years.

UNITED STATES

Official name: United States of America
Official language(s): None (English de facto)
Type of government: Federated

- Content: Employers must keep records of each employee's name, address, date of birth, occupation, rate of pay, and weekly compensation. Employers must keep records related to promotion, demotion, transfer, selection for training, recall, or discharge of an employee; records for aptitude or other employment tests associated with personnel actions; and the results of any physical examination that is used by the employer for a personnel action. Employers must keep certain employment contracts and written memoranda covered by Section 7 of the Fair Labor Standards Act.

- Retention: In general, employers must retain employee records for a minimum of 1 year from the date of the making of the record or the personnel action involved. Records of each employee's name, address, date of birth, occupation, rate of pay, and weekly compensation must be retained for a minimum of 3 years. Employment contracts and written memoranda covered by the Fair Labor Standards Act must be retained for 3 years. State and local governments and school systems or districts must retain employee records related to promotion, demotion, transfer, layoff or termination, compensation, and selection for training or apprenticeship for 2 years from the date the record was created or the date of the personnel action to which the record pertains, whichever is later. Records related to involuntary termination of an employee must be kept for 2 years from the date of termination. Federal government contractors must retain personnel records for 2 years from the date the record was created or the date of the personnel action to which the record pertains, whichever is later. In the case of involuntary termination of employment, the terminated employee's personnel records must be retained for 1 year from the date of termination or until final disposition of any charge or action related to employment discrimination.

- Format: Federal labor laws and regulations do not specify format requirements for employee records. Electronic records have the same probative value as paper records.

- Location: Federal labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by government officials. Federal labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The United States does not have a national statute of limitations for civil litigation related to employment disputes, but there is a limitation period of 180 days from the cause of action for filing an employment discrimination complaint with the Equal Employment Opportunity Commission. For federal employment, the limitation period is 45 days from the cause of action. The statute of limitations for discrimination complaints under the Equal Pay Act is 2 years or, for willful violations, 3 years.

URUGUAY

Official name: Oriental Republic of Uruguay
Official language(s): None (Spanish de facto)
Type of government: Unitary

- Content: Employers must keep records of working hours and overtime hours by individual employees. Apprenticeship contracts must include the occupation, working hours, remuneration, and duration. Employers must keep records of underage employees, including the name, birth date, starting date, work performed, working hours, rest periods, and termination date. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Records of working hours must be retained for 2 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Labor laws and regulations do not specify format requirements for employee records, but electronic documents have the same legal status as paper records.

- Location: Records of working hours must be kept in the workplace. Labor laws and regulations do not specify storage locations for other employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The limitation period for claims related to an employment relationship is 1 year from the day following the day on which the relationship ended.

UZBEKISTAN

Official name: Republic of Uzbekistan
Official language(s): Uzbek
Type of government: Unitary

- Content: Employment contracts must specify the place of work, type of work to be performed, starting date, remuneration, and duration of the contract. Employers must keep copies of employment contracts. Employers must keep records of hours worked by employees, including overtime hours. Most employment information is recorded in employees' labor books, which are held by the employer and given to the employee upon termination. Employers must keep records about employment labors books in their custody. According to data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: If an employee does collect his record book upon termination of employment, it must be retained by the enterprise for 50 years. Labor laws and regulations do not specify retention periods for other employee records. According to data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records have the same legal status as paper records provided they are accessible, that paper copies can be printed when needed, and that the name of the creator, recipient and the date of creation are identified.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. According to data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for employment disputes is 1 month from termination of employment for claims related to wrongful dismissal, 1 year from discovery of the cause of action for claims related to unpaid claims, and 3 months from discovery of the cause of action for other labor claims.

VANUATU

Official name: Republic of Vanuatu
Official language(s): French, English, Bislama
Type of government: Unitary

- Content: Employment contracts must specify the nature of employment and the amount and mode of payment of remuneration. Employers must keep records of remuneration paid to individual employees. Employers must keep a record of underage employees, including the name, date of birth, and starting and termination date. Employers must keep a register of information about individual employees.

- Retention: Records of remuneration must be retained for 3 years.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors or other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for employment claims related to remuneration is 3 years from the cause of action. The statute of limitations for contract-related litigation is 6 years from the cause of action.

VENEZUELA

Official name: Bolivarian Republic of Venezuela
Official language(s): Spanish
Type of government: Federated

- Content: Employment contracts must include the employee's name, age, nationality, marital status, address, job duties, working hours, remuneration, and contract duration. Employers must keep copies of employment contracts. Employers must keep records of vacation leave for individual employees. Employers must keep records of overtime hours and remuneration for individual employees. Employers must keep records of home workers, including the name, age, gender, marital status, address, nature of the work performed, starting date, and remuneration. Employers must keep records of wages paid to agricultural workers.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The statute of limitations for employment claims is 5 years from termination of the claimant's employment.

VIETNAM

Official name: Socialist Republic of Vietnam
Official language(s): Vietnamese
Type of government: Unitary

- Content: Employers must keep copies of employment contracts. Employers must keep records for each employee, including the name, gender, date of birth, nationality, residence, identification number, qualifications, job position, type of contract, starting date, remuneration, leave entitlement, overtime hours, disciplinary actions, and the termination date and reason. Employers must keep written records of employees' consent to overtime work. Employers must keep records of underage employees, including the name, date of birth, work assigned, and results of medical examinations.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Labor laws and regulations specify that employment contracts can be maintained in electronic form. Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Employers must provide copies of documents relevant to an employee's work when requested by the employee.

- Labor Disputes: The limitation period for employment disputes is 6 months from the claimant's discovery of the cause of action for settlement by mediation, 9 months from the claimant's discovery of the cause of action for settlement by arbitration, and 1 year from the claimant's discovery of the cause of action for civil litigation.

YEMEN

Official name: Republic of Yemen
Official language(s): Arabic
Type of government: Unitary

- Content: Employers must keep copies of employment contracts. Apprenticeship contracts must be in writing and specify the occupation, duration, and remuneration. Employers must keep records of wages paid to individual employees, including deductions and net wages. Employers must keep a special register of non-Yemini employees, including information provided in the employee's work permit. Employers must keep a record of underage employees, including the name, age, guardian's name, starting date, residence, and results of medical examinations.

- Retention: Labor laws and regulations do not specify retention periods for employee records.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: Parties to a labor dispute must attempt an amicable settlement within 1 month. If no settlement is reached, the matter is referred for arbitration. Appeals must be submitted within 1 month of notification of an arbitration decision. The statute of limitations for contract litigation is 3 years from the cause of action.

ZAMBIA

Official name: Republic of Zambia
Official language(s): English
Type of government: Unitary

- Content: Employers must keep copies of written employment contracts and create a record of oral employment contracts, including the employee's name, address, occupation, starting date, work location, and remuneration. Employers must keep records of wages paid to each employee, including the amount and reason for deductions. According to a pending data protection law, personal information in employment records must be relevant to and necessary for the purpose for which the information is created or collected. Excessive collection of personal information is prohibited.

- Retention: Employment contracts must be retained for 5 years after termination. Labor laws and regulations do not specify retention periods for other employee records. According to a pending data protection law, personal information about employees must not be retained longer than necessary for the purpose for which it was created or collected. Employees can request deletion of personal information that is no longer needed for the purpose for which it was collected.

- Format: Electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information. According to a pending data protection law, international transfer of employee records that contain personal information is limited to countries with an adequate level of data protection, subject to specified exceptions.

- Access and Disclosure: Employment records must be available for examination by labor inspectors and other government officials. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records. According to a pending data protection law, employees have access to personal information maintained about them. Disclosure of employee records that contain personal information must be compatible with the purpose for which the information was originally collected.

- Labor Disputes: The statute of limitations for claims related to employment contracts is 6 years from the cause of action.

ZIMBABWE

Official name: Republic of Zimbabwe
Official language(s): English, Shona, Ndebele, others
Type of government: Unitary

- Content: Employers must provide each employee with a written contract or statement of the particulars of employment, including the working hours, leave entitlement, starting and termination date, and remuneration. Employers must keep records of hours worked by and remuneration paid to individual employees.

- Retention: Employment records must be retained for 3 years.

- Format: Laws and regulations do not specify format requirements or restrictions for employment records. According to draft legislation, electronic records can satisfy retention requirements provided they remain readable throughout their retention periods, their integrity is assured, they are saved in the form in which they were sent or received, and information about the date they were sent or received is preserved. Electronic records have the same probative value as paper documents.

- Location: Labor laws and regulations do not specify storage locations for employee information.

- Access and Disclosure: Employment records must be available for examination by labor inspectors. Labor laws and regulations do not specify other requirements or restrictions for access to or disclosure of employee records.

- Labor Disputes: The limitation period for disputes related to violation of labor laws and regulations is 2 years from the cause of action.

APPENDIX
LEGAL SOURCES

AFGHANISTAN

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https://www.ilo.org/dyn/natlex/natlex4.detail?p_lang=&p_isn=86564&p_country=AFG&p_count=83&p_classification=22&p_classcount=14

Civil Code, Articles 1540, 1553.
https://www-cdn.law.stanford.edu/wp-content/uploads/2015/10/Civil-Code-of-Afghanistan-ALEP-Translation.pdf

[Draft] Electronic Transactions and Electronic Signatures Act, Articles 8-13.
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ALBANIA

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http://www.infocip.org/al/?p=6554

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http://www.qbz.gov.al/Ligje.pdf/huaj/Ligj_108_%2028032013_perditesuar.pdf

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Law No. 9887 of 10.03.2008 as amended by Law no. 48/2012, On the Protection of Personal Data, Articles 5-15.
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