



Policy on Records Retention

The purpose of this policy is to ensure compliance with privacy and accreditation standards.

Specific CPD activity records are maintained by the Office of Continuing Professional Development, Queen's University. Records retention requirements relate to the following two topics:

1) Attendance Records: As an accredited provider, the Office of Continuing Professional Development, Queen's University will ensure mechanisms are in place to record, store and, when authorized by the participating health care professional, verify records of participation for a minimum of 7 years from the date of the CPD activity. Mechanisms of storage include, electronic files which are password protected. Given the accreditation/certification cycles for health professionals, this will allow additional time for requests for verification of attendance after the closure of an accreditation/certification cycle.

2) Activity Documentation: The Office of Continuing Professional Development, Queen's University, will retain activity files/records of CPD activity planning and presentation for a minimum of 7 years. Maintenance of this documentation enables the provider to, at the time of re-accreditation, show CACME how the activities it provided during its current term of accreditation were compliant with all accrediting bodies, accreditation criteria (including the Standards for Commercial Support) and Accreditation Policies.

After 7 years, any hard copy records are shredded by a secure shredding company. When electronic copies are collected, they will be stored on encrypted devices or in password protected databases on approved Queen's servers, and they will be kept for a minimum of 7 years. Thereafter, data stored on physical hard drives may be destroyed as per university policy regarding digital disposal:

<http://www.queensu.ca/its/security/additional-security-services/hd-destruction-disposal>

See Also: Queen's University Record Management Policy <http://archives.queensu.ca/records-management/policy>

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