



Canadian
Cardiovascular
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CCS CPD Policy on Records Retention

The purpose of this policy is to ensure compliance with privacy and National Accreditation Standards.

The CCS-CPD program records are maintained and are requirements of accreditation and relate to the following **two topics**:

Attendance Records: As an accredited provider, CCS – Continuing Professional Development Program, 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 five years from date of the CPD activity.

Data that is stored includes electronic attendance files. Given the accreditation cycles for health professionals, this will allow additional time for requests for verification of attendance after the closure of an accreditation cycle.

CCS – CPD Program Activity Documentation: We will retain all CCS Activity program files/records of planning and presentation for a minimum of five years.

Maintenance of this documentation enables the provider (CCS-CPD) to demonstrate how, at the time of re-accreditation, with the Royal College of Physicians and Surgeons of Canada how the programs it develops, designs, and disseminates during its current term of accreditation were compliant with the accrediting body, accreditation criteria (including the Standards for Commercial Support) and all Accreditation Policies.

After five years, any paper records are shredded by a secure shedding company. When electronic copies are collected, they will be stored on encrypted devices or in password protected databases on an approved CCS server, and they will be kept for a minimum of five years. Thereafter, data stored on physical hard drives may be destroyed.