38 Providing Continuing Professional Development Opportunities

This section details the retention periods for records created when providing continuing professional development opportunities to individuals.

***For records created by Continuing & Professional Education please see the Student Administration and Support section of the*** [***University Records Retention Schedule***](https://www.cardiff.ac.uk/public-information/policies-and-procedures/record-management-policy-and-retention-schedules)***.***

**38.1 Delegate Management**

38.1.1 Core delegate records for courses provided by the Continuing Professional Development Unit. The records provide details of course attendance and, where relevant, results

Records:

Core delegate records for courses provided by the Continuing Professional Development Unit providing details of course attendance and where relevant results, including the following information:

* *Name*
* *Employer if contributing to payment for study*
* *Accessplanit id*
* *Start date*
* *Finish date*
* *Name of course*
* *Pass / Fail*
* *Overall mark/grade*
* *Certificate*
* *Welsh language preference*
* *Factual detailed notes of withdrawal, transfer etc.*

Includes records in AccessPlanit, Salesforce, certificates and delegate lists

Held by: Continuing Professional Development Unit

Retention: Permanent, review for Institutional Archive value after 60 years

38.1.2 Other information on delegate records for courses provided by the Continuing Professional Development Unit **not** required as part of the core delegate record

Records:

Other information on delegate records not required as part of the core delegate record

Held by: Continuing Professional Development Unit

Retention: **Last engagement + 6 years (unless consent provided to marketing in which case email address held)**

38.1.3 Core delegate records for attendees of the brain disorder research and Wolfson Centre summer schools

Records:

Core delegate records for attendees of the brain disorder research summer school and the Wolfson Centre’s summer school in young people’s mental health providing details of course attendance, including the following information:

* *Name*
* *Employer*
* *Field of work/job title*
* *Start date*
* *Finish date*
* *Name of course*
* *Certificate*
* *Email address*
* *Factual detailed notes of withdrawal, transfer etc.*

Held by: Division of Psychological Medicine, School of Medicine

Retention: 15 years, **review for Institutional Archive**

38.1.4 Other information on delegate records for attendees of the brain disorder research and Wolfson Centre’s summer schools **not** required as part of the core delegate record

Records:

Other information on delegate records not required as part of the core delegate record for attendees of the brain disorder research summer school and the Wolfson Centre’s summer school in young people’s mental health

Held by: Division of Psychological Medicine

Retention: **Last engagement + 6 years**

38.1.5 Records of individuals who registered interest in courses but never enrolled

Records:

Records of individuals who registered interest in courses but never enrolled

Held by: Continuing Professional Development Unit

Retention: **Date of registration + 3 years**

38.1.6 Pre-course surveys

Records:

Pre-course surveys where individuals can be identified

Held by: Continuing Professional Development Unit

Retention: **Anonymised at: date of course + 1 year, retained: 6 years**

38.1.7 Complaints log – cases that reach stage 1 or 2 of the complaints procedure

Records:

Complaints log

Held by: Continuing Professional Development Unit

Retention: **Last action on case + 3 years**

38.1.8 Complaints log – cases that reach stage 3 of the complaints procedure

Records:

Complaints log

Held by: Continuing Professional Development Unit

Retention: **Last action on case + 6 years**

38.1.9 Identifiable feedback received from course attendees

Records:

Identifiable feedback received from course attendees

Held by: Continuing Professional Development Unit

Retention: **Completion of feedback analysis +3 years**

38.1.10 Anonymised reports on feedback and anonymised datasets

Records:

Anonymised reports on feedback and anonymised datasets

Held by: Continuing Professional Development Unit

Retention: **10 years**