



## **Participant Records Policy**

*Adopted: May 31, 2017*

### **PURPOSE**

It is the policy of the Society of Fire Protection Engineers (SFPE) that all records of participant registration, communication, and attendance of SFPE professional development training that offer PDHs and/or CEUs must be maintained, kept current and accessible. Records can be recorded on any physical form or medium, including paper or electronic.

### **SCOPE**

All participant records not currently active must be archived for a period of 7 years from the date of registration as a hard copy or electronic file for future reference. SFPE staff will have complete responsibility in maintaining all participant records including accessibility and updating accordingly.

### **OWNERSHIP OF RECORDS**

All records, regardless of physical location remain the property of SFPE.

### **ACCESSIBILITY OF RECORDS**

Records will be easily retrievable and in a readable format. Participants may request copies of their records to include, course assessment, course evaluations, and demographic information.

### **SAFEGUARDING**

Records will be stored and safeguarded with a level of security commensurate with the sensitivity of the information contained in the record. This effort to mitigate the risk of inappropriate access should be accompanied by comparable efforts to protect records from physical damage due to fire, water or natural disaster.

### **DISPOSITION**

At the end of the retention period, records that have not been placed on hold should be destroyed. Care will be taken that the disposition is aligned in instances where the Society has maintained the same record in multiple formats, paper and electronic. Also, the method of destruction should be commensurate with the record's level of sensitivity.