Department of Communication Sciences and Disorders Continuing Education Program

Record Retention:

Description: Records are stored on the University of Houston (UH) SharePoint site which is a password-protected cloud storage system. This system also minimizes errors by allowing both the ASHA CEA and UH COMD Business Administrator to remain up to date with active course offerings.
Responsible Parties: ASHA CEA, UH COMD Business Administrator
Timeline: Documents are downloaded immediately upon receipt
Steps:

1. Documentation is received by ASHA CEA via Outlook email from course providers.
2. Upon reviewing the documentation, all attachments are downloaded to a folder labeled with the course provider's assigned identifier and course name with the exception of excel sheets with participant information.
3. Excel sheets with participant information are temporarily uploaded to the local computer hard drive based on advice from ASHA CE staff as documents in cloud storage may not upload well to the ASHA CE reporting site.
4. Once reporting is complete, the Excel sheet with participant information is moved into the appropriate folder on UH SharePoint.

TYPES OF INFORMATION RETAINED
Description: All documents submitted to ASHA are retained in electronic format on the UH SharePoint site in the course provider's designated folder. These documents include: all information submitted for course registration, course information document containing needs assessment and course completion statement, participant registration data submitted on ASHA Excel sheet, ASHA CEU approved roster of participants, corrections, complaints/appeals, and post course evaluation data.
Responsible Parties: ASHA CEA
Timeline: Documents are placed into cooperative partner's folder upon receipt.
Steps:

1. Documentation is received via Outlook email from course providers.
2. All submitted documentation is retained in UH SharePoint folders. Emails to and from course providers are saved in Outlook folders.

WHO HAS ACCESS
Description: The ASHA CEA, CEA's supervisor/Designated alternate contact, previous ASHA CEA and UH COMD Business Administrator are given access to UH SharePoint folder by the CEA's supervisor.
Responsible Parties: CEA's supervisor/Designated alternate contact
Timeline: Documents are placed into the course provider's folder upon receipt and kept for a period of at least 5 years.
Steps:

1. Documentation is received via Outlook email from course providers.
2. All submitted documentation is retained in UH SharePoint folders which are only accessible to parties listed above in the description.
3. UH SharePoint data is automatically backed up to a central server located on campus as well as another server stored offsite.

HOW AND WHEN RECORDS ARE DELETED OR DESTROYED
Description: The ASHA CEA reviews records and deletes files for cooperative partners whose last course offering is 4 years ago.
Responsible Parties: ASHA CEA
Timeline: Yearly review
Steps:

1. Every December, the ASHA CEA will review all cooperative partner/course provider folders on the UH SharePoint site.
2. If the last course offering was 5 years or more from the date of review, the folders will be placed in the electronic recycle bin where it will be permanently deleted.

Privacy and Security Policy

UH COMD ASHA CEU Program falls under the jurisdiction of the UH's Privacy and Security which can be located here
https://uhsystem.edu/resources/privacy-notice/

Personal Information Gathered:
We collect personal identifying information needed to process participants' registration, including name, address, payment information, discipline, date of attendance, number of hours completed, completion of course evaluation and objectives questionnaire and if requested, ASHA Certification number. If permission is provided via the statement below (a.), participant information will be submitted to the ASHA CE Registry for ASHA CEU processing.

    a. "By clicking yes below, you agree that the above information is correct and you authorize....to submit your course participation information to the ASHA CE Registry on your behalf."

Participant personal information will not be shared or sold to any other third parties.
Privacy and Security Policies will be available through the link on the UH COMD Continuing Education website.

UH COMD ASHA CEU Program falls under the jurisdiction of the UH's Professional Conduct and Non-Discrimination Policy which can be found at the following:
https://www.uhsystem.edu/resources/compliance-ethics/uhs-policies/sams/02-human-resources/02a29/
https://uhsystem.edu/resources/compliance-ethics/uhs-policies/sams/01-general-administration/01d05/index.php