



Privacy and Cookies Policy Data Retention Periods

MRS Member & Customer Records - Type of Data	Retention period/Retention Criteria
General correspondence	2 – 5 years (varies by department)
Company Partnership	
Application & Quality Commitment Forms	1 year after the expiry of the accreditation
Value for Money statements	1 year after the expiry of the accreditation
CPS Proposals	1 year after the proposal was prepared
Fair Data	
Fair Data Checklists	1 year after the expiry of the accreditation
Fair Data application forms	1 year after the expiry of the accreditation
CPD Records	
CPD application forms	1 year after the discontinuing of CPD
CPD achievement records	1 year after the discontinuing of CPD and/or upgrade completed / for the life of the CPD software
Mentoring Records	
Mentor application forms	1 year after completion of mentoring
Mentor support records	1 year after mentor or mentee ceases to use the service
Membership	
Member Application Forms	1 year hard copy / online
Membership correspondence detailing changes in membership status	2 years physical / 10 years Mimecast
Lapsed members	Until the next data cleansing exercise in order to use as a reference if the member reapplies



Prospective members	Until the next data cleansing exercise in order to use as a reference if the member reapplies
Changes in member contact details	2 years physical / 10 years Mimecast
Qualifications	
Exam scripts and assessments	Indefinitely on-site storage in order to respond to exam queries and for use as sample answers
Qualification applications and examination details	Those not held on the CRM system 5years on-site Records inputted into the CRM indefinitely in order to respond to exam queries and for regulatory requirements
Training	
Training booking forms	3 years from the date of the event
Awards	
Table booking forms	1 year from the date of the event
Awards digital entries	10 years from the date of the event
Events	
Conference and event booking forms	1 year from the date of the event
Advertising and Sponsorship	
Sponsorship booking forms	1 year after the sponsorship period has concluded



Advertising booking forms	1 year after the advertising period has concluded
Product Orders	
Subscription forms	Duration of subscription plus an additional 2 years
IID order forms	Duration of the product plus an additional 1 year
RBG order forms	Duration of the product plus an additional 1 year
Freephone order forms	Duration of the product plus an additional 1 year