

Confidentiality and Information Sharing Acknowledgement

Student Accessibility Services

Confidentiality Statement

Student Accessibility Services (SAS) is committed to protecting the privacy and confidentiality of your (the student's) information in accordance with applicable legislation, including the Freedom of Information and Privacy Act (FIPPA), university policies, and professional standards.

Information collected by SAS is used for the purpose of:

- Determining eligibility for academic accommodations and services;
- Developing and implementing accommodation plans;
- Supporting access to university programs services, and activities;
- Meeting legal, administrative, and institutional requirements related to accommodations.

SAS will make reasonable efforts to maintain the confidentiality of information provided by you (the student) and will only collect, use, and disclose information as authorized by law or with your (the student's) consent.

Information Shared for Accommodation Purposes

To facilitate accommodations, SAS may communicate with relevant university personnel on a need-to-know basis. Generally, SAS will share information regarding approved accommodations and functional impacts, rather than specific diagnostic or medical information, unless you (the student) have provided explicit consent, or disclosure is otherwise required by law.

Limits of Confidentiality

The situations listed below represent the most common circumstances in which SAS may be required to disclose information without your (the student's) consent. Any disclosure will occur only where permitted or required by law, and only the minimum information necessary will be shared.

- When there is a risk of serious harm to you (the student) or others;
- When disclosure is required by law, court order, subpoena, or other legal authority;
- When necessary to respond to an emergency affecting the health, safety, or well-being of an individual or the university community;
- When a reporting obligation exists under applicable legislation.

Student Responsibilities

You understand that:

- You are responsible for providing accurate and complete information to support accommodation requests.
- You may withdraw consent for future information sharing, subject to legal, administrative, and accommodation-related limitations.
- Withdrawing consent may affect SAS's ability to coordinate accommodations on your behalf.
- You may request information about how your records are maintained and used.

Acknowledgement and Consent

By signing below, I acknowledge that have read and understood this Confidentiality and Information Sharing Acknowledgement. I understand the purpose for which my information is collected and the circumstances under which information may be shared.

I consent to Student Accessibility Services collecting, using, and disclosing my personal information for the purpose of assessing, implementing, and administering academic accommodations and related accessibility supports in accordance with applicable legislation and university policy.

Signature: _____

Name (print): _____

Student Number: _____

Date: _____