

# Privacy of Information and Consent Form

## Understanding Confidentiality

The CAL is fully committed to providing educational services in an ethical manner and in compliance with all applicable privacy legislation. All student information, including the fact that you have used CAL services, is treated as strictly confidential, subject to the terms set out herein and in the applicable College policies:

- Use of this service is voluntary.
- Your CAL record will be kept confidential and stored in a secure manner, apart from your other student records, but may be shared within the CAL team for case management, quality assurance and consultation.
- CAL may seek assistance from staff in Counselling Services and Health Services in order to provide services to you, and may share information with them when reasonably necessary in order to seek such assistance. CAL staff may also share information with Security Services and Residence Life staff as reasonably necessary to provide services.
- Limited access to your CAL record may also be given to the Mental Health Nurse in Algonquin's Health Services, Academic Operations and Planning Chairs, CAL Test Services staff and the Welcome Centre staff. Using the CAL database, these staff members may record and receive information regarding accommodations and services, as deemed reasonable, and manage your records accordingly. Please note that your CAL record will only be accessed by those listed above in a manner necessary to provide you with appropriate services.
- CAL may share information from your records, including LOA(s), and engage in consultation with the Office of the Ombudsman, at the request of either Office.
- Only collective statistical data is released to the College and the Ministry of Colleges and Universities. Identifiable data about you will not be shared except as required by law.

## Limits of Confidentiality

The CAL is obligated by law to disclose information about you to the appropriate authorities, with or without your consent, in certain circumstances, including the following:

1. There are reasonable grounds to believe that you are likely to harm yourself or another person.
2. There are reasonable grounds to believe that a child under the age of 16 years is at risk of being abused or neglected.
3. Your file has been subpoenaed or ordered produced by a court of law or other body with similar power.
4. You report sexual abuse by a regulated health professional.

**I understand that CAL may be required by law to disclose my personal information in some circumstances.**

## Risks Specific to Online/Phone Support

Though CAL is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA) and takes all reasonable steps to protect the security and confidentiality of information, there are some inherent privacy and security risks with online and/or phone communication such as information being intercepted or unintentionally disclosed. Also, the inability to see communication in context, including non-verbal communication, may lead to misinterpretation of thoughts/feelings. There is also the possibility of service disruption due to technical issues.

**I understand the inherent risks associated with online/phone communication and agree to access CAL supports through these means.**

## Permission to Consult with Academic Employees

I give permission to CAL to consult with Academic employees, including Professors, Coordinators, Department Chairs, Co-op Office and Registrar's Office as may be reasonably necessary in the course of considering possible accommodations.

## Key Resources Brochure

I have read and reviewed the information covered in the Key Resources Brochure and understand the services available to me.

## Letter of Accommodation (LOA) Access (Please only initial one of the boxes in this section)

### Accepting LOA Access

- I consent to creating a Letter of Accommodation (LOA) in partnership with my Disabilities Counsellor to support my access to academic accommodations in my current program, and will contact my Disabilities Counsellor to update the LOA as needed throughout my studies.

### Declining LOA Access

- Because CAL is a voluntary service, I decline a LOA at this point and understand the implications of doing so. I will contact my Disabilities Counsellor to review this decision if needed.

## Your Consent

I hereby consent to the use and disclosure of relevant information as outlined above. I understand that my consent to the release of information will continue in effect while I am a student at Algonquin College, unless withdrawn. I understand that I may withdraw this consent at any time by notice in writing to the Manager, CAL.

*Personal information is collected by the CAL in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA") and the applicable policies of the College. Information provided by you will not be used without your consent for any purpose other than those stated on this form. Inquiries about the collection of information should be directed to Sara Jordan, Manager, Centre for Accessible Learning (613-727-4723 ext. 7200).*

