

Privacy of Information and Consent Form

Understanding Confidentiality

The Centre for Accessible Learning (CAL) is fully committed to providing educational services in an ethical manner. All student information, including the fact that you have used CAL services, is treated as strictly confidential.

As such,

- the use of this service is voluntary.
- your CAL records will be kept confidential and stored in a secure manner, apart from your other student records.
- CAL may share information from your records
 - within the CAL team for case management, quality assurance and consultation, and
 - with other specific Algonquin College staff involved in providing you with services and support. Only the relevant information will be shared on a need-to-know basis.
- 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.

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 either a child under the age of 16 years or a resident in a long-term care or retirement home 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.

Though CAL is taking 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.

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

Accepting Letter of Accommodation 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 as soon as I am able if my program, needs or functional abilities change during my studies.

Declining Letter of Accommodation Access

Because CAL is a voluntary service, I decline an 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 consent to the use and disclosure of the relevant information for the purpose of providing me with CAL services. 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 of CAL.

Date

Student Signature

Student Name (Printed)

Date

CAL Representative Signature

CAL Representative Name
(Printed)

Personal information is collected, used, disclosed, and retained by the CAL in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Health Information Protection Act (PHIPA), 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 the Manager, Centre for Accessible Learning (613-727-4723 ext 7200).