



KPU Accessibility Services: Confidentiality Commitment

Accessibility Services will be asking you to share information with KPU. We want you to know how we will be using, sharing, and storing this information.

Your privacy is important to us. Accessibility Services collects your personal information in accordance with Section 26 the BC *Freedom of Information and Protection of Privacy Act* (the “Act”) and applicable KPU policies, and will otherwise treat your personal information as set out in the Act.

If you have questions, please feel free to contact Ruth Fraser, Director of Accessibility Services at 604.599.2510, ruth.fraser1@kpu.ca or in her office at the KPU Surrey Campus at 12666 72 Ave, Surrey, BC V3W 2M8, or any other member of the Accessibility Services team.

What information will I be asked to share?

You will be asked to share information that will help us plan accommodations, services, supports and strategies for you to use at KPU. This includes information about how your disability impacts you, what accommodations and supports you’ve used before, and recommendations from medical and educational professionals.

How will Accessibility Services use my information?

We will use this information to help plan accommodations, services, and strategies with you.

- The Accessibility Services team are the only ones with immediate access to your disability-related information.
- We will share information about your accommodations with your Instructors. Unless you ask us not to, we will email your Instructors an Accommodation Letter with a list of accommodations.
- We will share information about your Accommodations with Staff on a need-to-know basis. For example, if you are using Test Accommodations, Invigilators need to know what Test Accommodations you are using.
- There may be other times when you and/or we want to share your information with Instructors or other Services in order to plan accommodations and support you. We will talk about these situations together so that you can make decisions about if and how your information is shared.
- There may also be other times when your information may be used or disclosed within the university or outside the university as permitted or required by law.

How does Accessibility Services store my information?

We will store your information in secure paper and electronic files. We keep your files active for one year after your last date of interaction/communication with us. You can request access to review your files.

By signing below I confirm that I have reviewed and understand the information above, and consent to by personal information being used and shared as described in this form

Student Signature

Date

Accessibility Services Signature

Date

cc: Student, Student's File

Updated May 14, 2018