

## UTM Accessibility Services Notification of How Your Information Will Be Used

Accessibility Services collects medical documentation and other information pertaining to your functional limitations, your history of learning or personal circumstances for the following purposes:

- To verify the need for disability related accommodations for academic work and
- To develop and implement effective disability related accommodations and supports

Accessibility Services respects your privacy and keeps your information confidential. Information may be shared with university staff, but only on a need to know basis for them to perform their duties and to provide academic or other disability related accommodations on campus.

### Examples:

- Accommodations and registration information will be shared with Accessibility Services at St. George campus, AccessAbility Services at UTSC and Accessible Learning Services at Sheridan College if a student requests accommodations for their courses.
- The name of students with a reduced course load as an accommodation may be shared for fees adjustment purposes or to arrange bursaries.
- Accessibility Advisors may speak to a professor, registrar or residence staff to arrange accommodations and supports.
- When a student encounters difficulties that require attention from other University units, such as Academic Progress or Crisis Response, necessary information is shared with those units.

To protect your information, all University staff receiving information follows University policies and guidelines, the Freedom of Information and Protection of Privacy Act and other legal requirements.

### LIMITS TO CONFIDENTIALITY

What you share with your Advisor is personal information and will be kept confidential. However, there are some exceptions to the Advisor's duty to maintain confidentiality listed below:

- 1) If the Advisor learns that a child is or may be at risk of abuse, neglect, or in need of protection.
- 2) If the Advisor believes that there is a health or safety risk to you or another person (*Accessibility reserves the right to notify Health and Counselling Centre, Campus Police, parent/guardians or others as appropriate or necessary*).
- 3) For the purpose of complying with a legal order such as a subpoena, or if the disclosure is required by law.

If you have any questions, please contact the Director, Elizabeth Martin: [elizabeth.martin@utoronto.ca](mailto:elizabeth.martin@utoronto.ca).

By signing this form, you acknowledge that you have read and understand the above.

Print Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_