



Accessible Learning Services Consent to Service

Accessible Learning Services works with students, faculty and other College stakeholders to identify and implement strategies to ensure that students with disabilities have an equal opportunity to achieve their educational goals. As part of the registration process with Accessible Learning Services, your Accessibility Consultant will review the following consent with you.

Collection, use and disclosure of confidential information

Accessible Learning Services recognizes that the information you provide is personal and is committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and services we provide. All information collected, used and disclosed within Accessible Learning Services is done in accordance with privacy legislation such as the *Freedom of Information and Protection of Privacy Act* ("FIPPA") R.S.O. 1990.

Our Employees

Personal health information is accessible within Accessible Learning Services by employees who need to access the information in relation to providing accommodation supports, scheduling appointments, facilitating resource staff, and managing information security.

Other College Departments

Accessible Learning Services will provide general information about the types of supports and services needed for a student to be successful at the College to internal departments on an as needed basis. This is consistent with the College's Accessible Learning Policy (2018). Accessible Learning Services will provide only as much personal information as is reasonably necessary in the academic accommodations process. Our department is assured that those we interact with will follow appropriate privacy principles in the course of doing business with us.

Limits of Confidentiality

Accessible Learning Services understands that your personal information is private, and in the course of implementing an academic plan for you, will treat this information with as much confidentiality as possible as stated above.

There are some exceptions to this confidentiality as in the following situations:

- If there is a suspicion of current child abuse
- If it is required by law (i.e. if they were subpoenaed to appear in court)
- If there is a concern that you might hurt yourself or others
- If the department undergoes a Ministry audit (auditors must also agree to keep information confidential)

Communication about Accommodations

Student accommodations are shared by automatic email with professors and the Assessment Centre every semester. When accommodation questions arise, they may also be shared with a Program Coordinator or an Academic Chair. Students can access a copy of those accommodations at any time by logging into StuView. Students may also choose to provide a hard copy of their accommodations to professors and have a conversation with the professor about their accommodation needs.

Accommodation concerns

Any feedback or concerns about the accommodation process should be raised with the Accessibility Consultant. If a student is not satisfied with the resolution of the concern the issue can be brought to the attention of the Manager of Accessible Learning Services.

If I have any questions about this form or the content in it I can talk to:

_____ or Anne Moore
(Accessibility Consultant Name) Manager, Accessible Learning Services
Anne.moore@georgebrown.ca

Student Consent

- My Accessibility Consultant has explained this form to me.
- I understand this Consent to Service and the way my accommodations will be shared with my faculty and with the Assessment Centre each semester.
- I consent to being registered with the Accessible Learning Services department at George Brown College.

Student's Name

Student #

Student's Signature

Date (MM/DD/Year)