



Notification of How Your Information Will Be Used

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

- To verify the need for disability-related accommodations for academic work including practicum/placement work related to your program of study
- To develop and implement effective disability-related accommodations and supports

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

Examples:

- Test and Exam accommodations will be shared with Accommodated Testing Services for invigilation.
- It may be necessary to share the identity of students with a reduced course load as an accommodation for fees adjustment purposes or to arrange bursaries.
- It may be necessary for Accessibility Advisors to speak to an instructor, teaching assistant, course and lab coordinators, 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, Crisis Response, or Health & Wellness, necessary information only 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. If you have any questions, please e-mail Accessibility Services Director, Michael Nicholson, at michael.nicholson@utoronto.ca

Please note, as required, we may work with you remotely or virtually. If you would like further information on the use of audio/video communication, please refer to our Notice on the Use of Video/Audio Conferencing on our website (<https://studentlife.utoronto.ca/task/policy-accessibility-services-appointments-and-cancellation/>)

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

Print Full Name

Student Number

Signature

Date