

Accessibility Services will be asking you to share information with Douglas College. Your privacy is important to us. We want you to know how we will be using, sharing, and storing this information. Accessibility Services collects your personal information in accordance with Section 26 of the BC *Freedom of Information and Protection of Privacy Act* (the "Act") and related Douglas College policies. If you have any questions, please feel free to contact the Associate Director of Student Affairs and Services or any other member of the Accessibility Services team.

What information will I be asked to share?

Information will be used to help plan accommodations, services, and strategies with you.

Disability information

Information about how your disability impacts you and recommendations from medical/educational professionals

Accommodation information

Information about accommodations and supports you've used before or are using at Douglas College



How will we share your information?



Only the Accessibility Services team has immediate access to your disability information

1. Instructors who need to know

We will email each of your Instructors an Accommodation Memo with a list of accommodations such as exam accommodations and accommodations in the classroom

2. Staff who need to know

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 disability and/or accommodation information. We will talk about these situations together to make decisions about if and how this information is shared.

How does Accessibility Services store this information?

We will store this information in secure paper and electronic files. We keep your files active for seven years after your last enrolment at Douglas. You can request access to review your files at any time.