

Student Accessibility Services (SAS) provides support for students with disabilities and fosters future academic success. If you need help and support as a student on any University of Manitoba campus we are here for you.

Our Mission: Equal Access For All...

Student Accessibility Services aims to ensure equal access for students with disabilities by:

- providing supports and programs that recognize our diverse student environment
- promoting partnerships between students, faculty and staff
- educating the university community about accessibility
- assigning and providing appropriate accommodations and services for students
- encouraging and supporting student self-advocacy
- advocating for students to faculty and staff on campus
- referring students to appropriate on-campus and community resources

To provide excellent service to you, we ask that you observe the following:

- Schedule and keep appointments or give as much notice as possible
- If you require exam accommodations, book your exams with our office on time (2 weeks' notice for in-class exams and by the exam booking deadline for final exams)
- Communicate with our staff in a respectful manner (we will do the same for you)
- Inform your advisor if there are changes that impact your accommodation needs
- Provide up-to-date medical documentation if your diagnosis/situation changes or upon expiry of initial medical documentation if your disability is considered temporary

Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

Your personal information and personal health information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of obtaining your consent for the exchange of your personal information and/or personal health information between the specified individuals/units, and (if applicable) to share your information with the Registrar's Office and Financial Aid & Awards regarding the reduced workload designation for funding purposes. Your personal information and personal health information will not be used or disclosed for other purposes, unless permitted by *The Personal Health Information Act (PHIA)* or *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information or personal health information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Notice Regarding the Storage of Personal Information Outside of Manitoba

The University of Manitoba has taken steps to ensure that its recommendations and choices for note taking applications for online services are capable of compliance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*. Please be aware that your personal information may be stored on servers outside of Manitoba. All personal information provided to these applications when signing up for their services is governed by company policy and terms of use.



Confidentiality and Exchange of Information Consent Form

I understand that a confidential file will be kept* by the Accessibility Coordinator and access to this file will be strictly limited to personnel in Student Accessibility Services, and that access to this file is governed by *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA).

**Files are normally kept for a period of 3 years, after which they are destroyed. Files may be kept longer if required for actual or potential legal or administrative proceedings.*

I agree to the release of information to instructors, professors, Student Aid staff, and any relevant University of Manitoba Academic or Support Staff regarding disability-related accommodations in the classroom, for tests and exams, and on campus in general. The information released will not include any diagnoses/medical information unless I give specific permission otherwise.

I understand that any course notes or audio taping of course material is for my own personal use, and I agree not to copy, share, or redistribute these materials, in any form, to any person. I agree to erase any audio course material at the end of the course.

I consent to my Accessibility Coordinator exchanging documents and information with and/or speaking to relevant professionals or individuals regarding my SAS file/registration (individuals permitted identified below).

I consent to SAS releasing my name and student number to the Registrar's Office and Financial Aid & Awards to become eligible for funding opportunities if I require a reduced courseload designation.

I understand that what I tell my Accessibility Coordinator is private and will be kept confidential unless:

- I give written permission to share specific information with other people (such as professors, other professionals, or loved ones)
- I indicate that I may hurt myself or someone else or if I have given my Accessibility Coordinator critical information about child abuse, child neglect, or elder abuse. In cases such as these, my Accessibility Coordinator is legally obligated to alert the appropriate authorities.
- SAS records are required by law to be disclosed or if SAS staff are subpoenaed due to a legal proceeding.

I hereby agree to maintain the confidentiality of all students registered with Student Accessibility Services. This includes not revealing to others the fact that any student is registered with Student Accessibility Services, or revealing any other information related to students' disabilities and services obtained.

I have read the above information and understand the nature and limits of confidentiality. I understand I may ask my Accessibility Coordinator questions about this consent form when I meet with them.