



Collection and Use of Personal Information (Freedom of Information and Protection of Privacy)

The Department of Accessible Learning Services (DALs) collects and manages student information related to the provision of academic accommodations under the authority of the [College and Institute Act](#) and section 26 of the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#). The information collected is related directly to and is needed by the College for the provision of services to Students with Disabilities. In order for the College to provide students with academic accommodations, student disability impact information may need to be discussed and shared internally within the DALs department. All personal information collected will be treated confidentially. NIC collects, uses, retains and discloses information within the College to carry out its mandate and operations in accordance to [Policy 1-01 Freedom of Information and Protection of Privacy](#). Should you have any questions about the collection of information please contact the FIPPA Analyst located at 2300 Ryan Road, Courtenay, BC, V9N 8N6, or email foipp@nic.bc.ca

Student Accommodation Process:

Once your accommodation needs are determined, a confidential student accommodation letter is prepared to inform your instructors of your accommodation. The nature of your disability is not disclosed. The Department of Accessible Learning Services maintains student documentation and accommodation information in hard copy/electronic or combination on the North Island College server with access limited to DALs faculty.

- This letter verifies that you are registered with the Department of Accessible Learning Services and approved to receive accommodation.
- The letter outlines your classroom, exam, practicum, and other requirements needed to foster an accessible and safe environment for learning.
- Your instructors will not receive information about your disability. They simply need to know that you are approved for accommodation through the Department of Accessible Learning Services. You do not have to disclose or discuss your diagnosis, unless you choose to do so. Only the Department of Accessible Learning Services faculty will have access to your medical documentation. Medical documentation
- At your direction, this letter will be submitted electronically to your instructor and you will be copied
- This accommodation letter must be reviewed every semester, and may be changed at any time due to disability impact and the demands of the educational environment.

Students requiring information to be released to other services, institutions or persons will need to meet with the Department of Accessible Learning Services and sign appropriate forms.

Consent for Release of Information

I hereby give the Department of Accessible Learning Services (DALs) of North Island College permission to release information on disability related academic accommodations to appropriate instructors and DALs Faculty/Staff. I understand the College will make reasonable security arrangements to protect my personal information in accordance with the College's Records Management Policy (1-05) and will only use and disclose my personal information in compliance with the College's Freedom of Information and Protection of Privacy Policy (1-01).

This consent is considered valid for the duration of study at North Island College. You may withdraw or amend your consent at any time by notifying the DALs office in writing.

NORTH ISLAND COLLEGE



Department of Accessible Learning Services (DALs)

Signature: _____ Date: _____