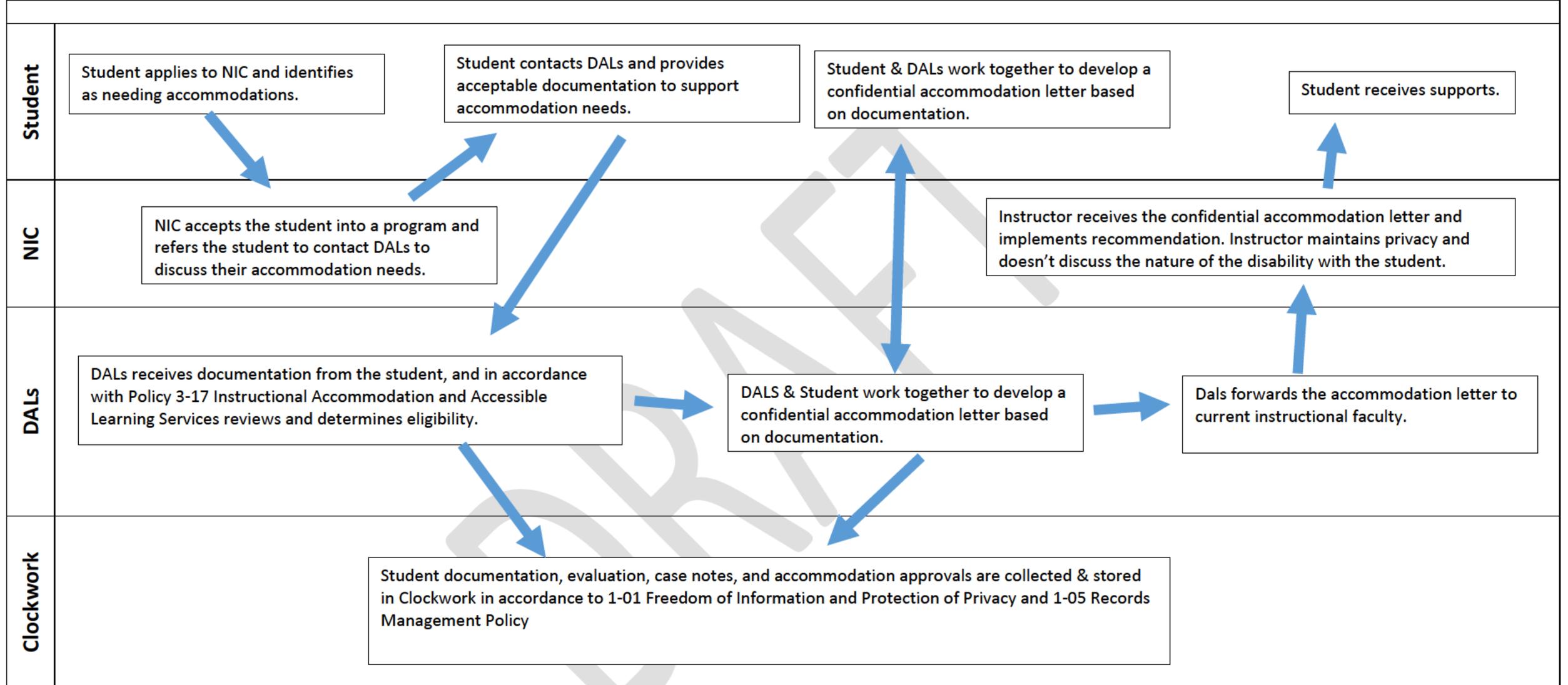


Personal Information Flow Diagram: NIC Receives Documents From Student to Assess Accommodation Needs



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 required by the College for the provision of services to Students with Disabilities. In order for the College to provide students with academic accommodations, you are required to provide adequate medical or other information to support the accommodation request and that 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 this information please contact [Insert DALs contact details](#)

If you require further information regarding Freedom of Information and Protection of Privacy at NIC, 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.

- 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.
- 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.

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. If you withdraw your consent, North Island College may not be able to provide you with the accommodations you request. DALs will discuss the impact of your withdrawal of consent with you.



Department of Accessible Learning Services (DALs)

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 North Island College faculty or instructors and DALs Faculty/Staff as required for the purpose of providing me with academic accommodations.

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 \(1-01\)](#).

I understand that this consent is valid for the entirety of my time as a North Island College Student. I understand that I may withdraw or amend my consent at any time. I understand that if I withdraw my consent North Island College may not be able to provide me with the accommodations that I request.

Student Name: _____ Student Number: _____

Signature: _____ Date: _____

Department of Accessible Learning Services

North Island College - Comox Valley Campus
2300 Ryan Rd, Courtenay, BC V9N 8N6
tel 250.334-5080 fax 250.334-5018
email wendy.harris@nic.bc.ca

Dear Instructor:

As you know, providing educational opportunities for students with disabilities is an integral part of what we do in the Department of Accessible Learning Services. We are committed to providing quality services that will increase students' opportunities for success with courses/programs and foster an accessible and safe environment for learning.

(FULL STUDENT NAME) (STUDENT NUMBER), has provided documentation of a disability. Based on the documentation provided, your student is eligible for the following reasonable accommodations.

Please note these accommodations may change depending on course requirements and disability impact.

Lecture Accommodations	
Presentation of Lectures	➤
Responding to Lectures	➤
Assignments	➤
Timing & Scheduling of Lectures/Assign.	➤
Setting of Lectures	

Presentation of Tests	➤
Responding to Tests	➤
Timing & Scheduling of Tests	➤
Setting of Tests	

Practicums / Professional Credentialing Exams	
	➤

I appreciate your assistance in this effort to ensure that the student receives appropriate accommodations. All information contained in this letter is of course confidential. If you would like to consult with me regarding these accommodations, please feel free to call or e-mail me.

Sincerely,

Wendy Harris M.Ed.
Learning Specialist
Certified School Psychologist
BC Association of School Psychologist (#225)

Student

This letter verifies that the above named student is registered with the Department of Accessible Learning and is approved to receive the accommodations outlined above. Consent for the release of information has been collected in accordance with North Island College's Policy 1-01 Freedom of Information and Protection of Privacy and 1-05 Records Management Policy. All information contained in this letter is to be treated as confidential. Students have the right not to disclose or discuss their diagnosis.