

## Peer Assisted Learning Support (PALS) Privacy of Information Statement

### Note Taking Services

#### **Confidentiality**

Personal information provided to Peer Assisted Learning Support (PALS) is subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Student information is held in confidence in the Peer Assisted Learning Support office. All PALS staff members with access to student information maintain strict levels of confidentiality. Only with student consent, will PALS staff communicate relevant information to faculty pertaining to student access to note taking services.

#### **Collection**

Personal information, including an Accommodation Letter issued by Accessible Learning services, is collected to confirm and facilitate student access to note taking services. Personal information is stored and disposed of in a secure manner in compliance with *FIPPA*.

#### **Use**

PALS will not share information pertaining to the nature of a student's disability. In order to secure and maintain student access to a secure note taking account with the third-party service, PALS will share ***student name, student number, program of study, and preferred email address*** with the company.

By clicking the check box on the [Request for Note Taking Services](#) form, you are consenting to allow PALS to share this information with the third-party service.

#### **Reporting**

When reporting statistical information, PALS uses group data (not personal information) to develop reports about our services.