



STUDENT SERVICES

Counselling, Accessibility Services, Student Affairs

Privacy Notice

Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the BC *Freedom of Information and Protection of Privacy Act* (the “Act”). Staff and faculty within TRU work closely together to provide services as a multidisciplinary team. Your personal information is being collected as permitted under section 26(c) of the Act, and used for the purpose of facilitating supports and academic accommodations or for a purpose consistent with these uses, and is only shared with members of TRU on a need-to-know basis.

Faculty and Open Learning Faculty Members do not have access to detailed information regarding student use of Student Services; however, general information about academic accommodations related to an education plan may be provided. Detailed medical information, including diagnosis, remains confidential within the Student Services area (Counselling, Accessibility Services, Student Affairs or Student Awards & Financial Aid) unless required by law (see below).

Student Services uses software to manage information including appointments, services and contacts with the office, as well as to maintain statistics for annual reports to the Ministry of Advanced Education. These reports do not divulge a student’s identity.

Certain circumstances may require us to share information as directed by law, which include but are not limited to the following situations: known and suspected instances of children who are or may be in need of protection, cases involving imminent risk of physical harm to oneself or another, or when ordered by subpoena for records or testimony.

I acknowledge that I have read the above information and understand its purpose, terms and conditions.

Print Name

TRU ID

Signature

Date