

BSC Student Accessibility Policy D

Confidentiality of Documentation

Guidelines That Address How Disability Related Information Will be Treated as Confidential

BSC is committed to protecting the privacy of students with by ensuring all information and communications pertaining to a student's disability is maintained confidential as required or permitted by law.

1. Any written material obtained by the Student Accessibility office is used to verify the disability and plan for appropriate services.
2. Disability related information is considered highly confidential and will be shared only with others within the college who have a legitimate educational interest or on a "need-to-know" basis. This is done out of respect for individual privacy and in order to protect students from the potential of future discrimination.
 - a. This material will not be provided to campus staff or faculty unless the information is necessary for them to fulfill their professional responsibilities.
 - b. If a student wishes to have information about his/her disability shared with others outside the College, the student must provide written authorization to the SA Coordinator to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released. The student should also understand that there may be occasions when the Coordinator will share information regarding a student's disability at his/her discretion if circumstances necessitate the sharing of information and the Coordinator has determined there is an appropriate legitimate educational interest involved.
 - c. Extreme Exception: Though the role of the Student Accessibility Coordinator is to provide academic access, frequently, a relationship of trust may develop between the student and the service provider and an ethical dilemma may occur for the provider when a student addresses issues related to intent to harm (suicide or homicide). In those instances, the provider may, without written consent of the student, contact security personnel, parents, or other appropriate persons and act accordingly.
3. At BSC, the Student Accessibility Office has been assigned the responsibility to collect and maintain disability related documentation on students. This information is stored in the SA Office. Each student has a separate file housed in a secure file cabinet. Access to this information is limited to the SA Office staff.

4. Any disability related information in other campus offices (e.g. Admissions, Financial Aid, etc.) is also held in a secure location. Only appropriate staff in each office has access to the information.

Disposal of Records

If a student who is registered for classes has not requested accommodations for two years, the file will be moved to a storage location for inactive files. After five years of inactivity, the file will be purged and shredded and a disposed file form will be completed and kept (see Appendix D).

History of This Policy:

First policy draft August 15, 2004

Revised July 2013