HS10 – Persons with Disabilities Client Files

Records of the provision of services and accommodations to students with disabilities.

*This records class is a Personal Information Bank.*

Content & Scope

Under the Ontario Human Rights Code persons with disabilities have the right to equal opportunity and access and the University has a duty to accommodate their needs. AccessAbility Services is the unit with primary responsibility for providing academic support to students who have both permanent and temporary disabilities.

This class excludes records of services and accommodations for University employees with disabilities.

The records include: registration and contact information; consent forms; accommodation requests; documentation of disabilities provided by the accommodation seeker or by experts; interview, meeting, and advising notes; documentation of accommodation alternatives explored and provided accommodations, including accommodation plans; and, related correspondence.

Related Records

- For records of examination accommodations for students with disabilities, see *TL50 – Examination Accommodation*.
- For records of services and accommodations for University employees with disabilities, see *HS10 – Occupational Health Charts*.

Responsible Unit

AccessAbility Services

Information Steward

Associate Provost, Students

Information Confidentiality Classification

Restricted

Retention

10 years after last contact.

Disposition

Secure Destruction.

Authority

- *University of Waterloo Act, 1972*;
- *Accessibility for Ontarians with Disabilities Act, 2005*;
• College of Psychologists of Ontario *Standards of Professional Conduct*, section 9.

**Retention Rationale**

The retention period is based on the University's need to document compliance with the duty to accommodate under the Human Rights Code and the requirement of the College of Psychologists of Ontario to retain client records for 10 years after last contact.

**Approval Date**

19 December 2011