HS10 – Persons with Disabilities Client Files

These records relate to the provision of services by the Office for Persons with Disabilities to students and other members of the University community 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 the needs of students, employees, and others on campus with disabilities. The Office for Persons with Disabilities’ primary client group is students.

The records include client registration database, registration forms, consent forms, documents verifying disability, interview notes, and related correspondence.

**Related Records**

See also TL50: Examination Accommodation for records of examination accommodations for students with disabilities.

**Responsible Unit**

AccessAbility Services

**Information Steward**

Associate Provost, Students

**Privacy Classification**

Restricted

**Retention**

10 years after last contact

**Disposition**

Secure Destruction

**Authority**


**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(s)
December 19, 2011