

Notice of Collection and Informed Consent for Neurodiversity Advising

Student Accessibility Services

Collection and Use of Personal Information

The University of Calgary (the “University”) respects your privacy. Any information that you disclose to Student Accessibility Services (“SAS”) is collected by the University under the authority of section 4(c) of the Alberta [Protection of Privacy Act](#), SA 2024, c P-28.5 (“POPA”) and managed in accordance with POPA and the University’s [Privacy Policy](#).

Your personal information will be used for the purpose of providing you with an accessible, equitable and supportive learning environment. Records are maintained on an electronic file management system. Relevant information is shared between Student Accessibility Services staff for the purpose of coordinating care and providing the best support, in accordance with professional ethics. Your personal information may also be used for quality assurance and program improvement or evaluation purposes, including for evaluating the accessibility and success of SAS programs and services.

Neurodiversity Advising is provided by Neurodiversity Support Advisors at Student Accessibility Services.

Neurodiversity Advising offers neuro-affirming educational supports to students through an embodied approach to wellbeing. It is an active collaboration between you and the Neurodiversity Support Advisor. Neurodiversity Support Advisors can offer guided learning on neuro-inclusive wellbeing skills-building, systems navigation, and helpful resource options. Attention is given to solution-focused conversations that are oriented primarily in the present. Neurodiversity Advising is complimentary to counselling but does not replace counselling for students who want or need clinical or therapeutic interventions.

Disclosure of Personal Information

Your personal information will only be disclosed by SAS with your consent or as otherwise permitted under POPA.

In limited circumstances, your personal information may be disclosed without consent in order to comply with applicable law, including POPA and/or other legislation. The following is a non-exhaustive list of situations where this may occur:

1. Where there is a risk of imminent danger to the health or safety of you or to another person;
2. Where there is suspicion or risk that a child or vulnerable adult may be in need of protective services, disclosure may be required under applicable law, including the *Child, Youth and Family Enhancement Act*, RSA 2000, c C-12 or the *Protection for Persons in Care Act*, SA 2009, c P-29.1;
3. Where records are required to be disclosed pursuant to a subpoena, warrant or court order, for use in a proceeding before a court or quasi-judicial body, or where disclosure is otherwise required under applicable law, including under the *Occupational Health and Safety Act*, SA 2020, c O-2.2, the *Public Health Act*, RSA 2000, c P-37 or the *Workers' Compensation Act*, RSA 2000, c W-15; or

4. Where an individual is a minor, or where an agent, power of attorney, guardian or trustee has been appointed for the individual under applicable law, personal information may be disclosed to such other persons in accordance with POPA.

Confidentiality of Information

The University recognizes the sensitive nature of your information and will make reasonable security arrangements against such risks as unauthorized access to, collection, use, disclosure or destruction of your personal information in accordance with POPA. Information that you provide to Neurodiversity Advising will be stored securely online, separate from the rest of your student record.

If you have any questions regarding this notice or the University's collection, use or disclosure of your personal information, please contact your Student Accessibility Services, MSC 452, by phone at (403) 220-8237, or contact the University Access and Privacy Office:

Access and Privacy Office
Administration Building, AD111
2500 University Drive NW, Calgary, AB, T2N 1N4
Email: accessandprivacy@ucalgary.ca

Minors, Assisted Adults or Personal Representatives

If you are a minor or an assisted adult within the meaning of the *Adult Guardianship and Trusteeship Act*, SA 2008, c A-4.2, please review this notice with your legal guardian prior to utilizing the services of SAS.

If you would like to authorize a third party to access your confidential information, you must do so in writing by completing and submitting the Third Party Consent Form: <https://ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/95/SAS%20Third%20Party%20Consent.pdf>

Student Consent to Neurodiversity Advising

By continuing with the Neurodiversity Advising session, you are providing your consent.

You acknowledge that you have had an adequate opportunity to read and understand this document. You agree to participate in Neurodiversity Advising and acknowledge that you can terminate this support and consent at any time.

For questions regarding this form, please contact Student Accessibility Services at access@ucalgary.ca or by phone at (403) 210-6019. See <https://ucalgary.ca/student-services/access> for more details.

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