

The Centre for Accessible Learning Algonquin College Health Service Provider Privacy Notice

Who We Are & What We Do

The Centre for Accessible Learning (CAL) provides academic accommodations and educational support services for students who have permanent and/or temporary disabilities. The Welcome Centre provides administrative support to the CAL for the Ottawa campus. Services are confidential, free, and voluntary; however, students are required to self-identify in order to access them. [Click for more information.](#)

How We Handle Your Personal Health Information

The CAL collects, uses, and shares your personal health information (PHI) following the Personal Health Information Protection Act (PHIPA). The CAL may also collect, use, and share other non-health related personal information under the Freedom of Information and Protection of Privacy Act (FIPPA).

Access & Use

Access to your PHI is restricted to CAL employees, and Welcome Centre employees if you are accessing CAL at the Ottawa campus. Your PHI will only be accessed or used without your consent when required by law or as necessary to provide services to you. When required by law, the reason must fall within at least one of the following circumstances:

Limits to Confidentiality

- There are reasonable grounds to believe you are likely to harm yourself or another person
- There are reasonable grounds to believe a child under 16 or a resident in a long-term care or retirement home is at risk of being abused or neglected
- Your file has been subpoenaed or ordered produced by a court of law or other body with similar power
- You report sexual abuse by a regulated health professional

Consultation

There might be times when the CAL may want to ask other people for advice about your care or support if we think they can help you. If we do need to involve others, in most cases we will ask for your permission first before sharing any of your PHI.

Retention & Storage

The PHI you provide will be kept strictly confidential and stored at all times in a secure manner for a minimum of 10 years from the last date of action on your file.

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Termination

Access to the CAL will stop when you finish your academic program, or when you are no longer enrolled in a program of study. If you experience a change in your student status for any reason, reach out to the CAL for guidance about access to service.

These standards apply to all Algonquin College health service providers, whether you access them online or in-person at a physical campus.

Contact

If you have any questions or concerns about this form or our practices, please reach out to the Ottawa CAL by email at calmessages@algonquincollege.com or the Pembroke CAL at calpembroke@algonquincollege.com.

General inquiries about the handling of your PHI should be directed to the College's Privacy Office which can be reached by email at privacy@algonquincollege.com.

Acknowledgement

Your signature on the Centre for Accessible Learning - Privacy Notice And Service Review **webform** acknowledges that you have read and understood the terms and conditions of this notice as they relate to your access of The Centre for Accessible Learning. You may withdraw your consent at any time by writing to the CAL Manager at calmessages@algonquincollege.com.