

# Confidentiality

Disability Services (DS) at Otis College of Art and Design is committed to ensuring the confidentiality of all information regarding a student as required by law. Any information collected is used for the benefit of the student. This information includes, but is not limited to, test data, grades, biographical history, disability information, performance reviews, psychological evaluations, and case notes.

Guidelines for the treatment of such information have been adopted by DS and are rigorously followed. These guidelines incorporate relevant state and federal regulations and guidelines established by relevant professional associations. These procedures are shared with each student as a part of the intake process.

1. No one other than the Assistant Dean of Student Affairs has immediate access to student files within the office. Any information regarding disability gained from medical examinations shall be considered confidential and shall be shared with others within the institution on a need-to-know basis only. Disability-related information is to be treated in the same manner as medical information. For example, college faculty and staff do not have a right or need to access diagnostic or other information regarding a student's disability; they only need to know what accommodations are necessary or appropriate to meet the student's disability-related needs. If a student has requested an accommodation, a notification letter will be given to each instructor requested by the student. To limit access to private information and protect confidentiality, all disability-related documentation must be filed in the DS.
2. Information in files will not be released except in accordance with federal and state laws, which require release in the following circumstances if a student:
  - States they intend to harm themselves or another person(s);
  - Reports or describes any physical abuse, neglect, or sexual abuse of children or vulnerable adults.
3. A student's file may be released pursuant to a valid court order or subpoena.
4. A student may fill out a Release of Information statement when they wish Disability Services to share their disability information with others. Before giving such authorization, the student should understand the information being released, the purpose of the release, and to whom the information

is being released. Information will not be released without consent unless federal or state law requires it.

5. Disability Services will retain a copy of all information provided for seven years after the student has left the College. At the end of the seven years, all documentation will be destroyed in accordance with government guidance.