Queen’s Student Accessibility Services (QSAS) is committed to maintaining confidentiality to the greatest extent possible when providing academic accommodation and related support services to students (QSAS Statement of Confidentiality).

With this in mind, sharing some information enables the professional members of our staff to provide you with effective services.

Exchange of Information within Queen’s Student Wellness Services (SWS)

If more than one professional at SWS is involved in providing you with services and support, it may be important for them to share limited information in order to provide you with quality and timely service.

The exchange of information about you within SWS involves the following:

- Includes only those members of SWS who are directly involved in providing services to you and occurs on an “as-needed” basis only
- Remains in effect until the end of the current academic year and must be renewed for each academic year during which you re-register with QSAS
- No information will be released to any other person outside of those directly involved in providing services to you, except where confidentiality is limited by federal or provincial statute

Exchange of Information between QSAS and other units at Queen’s University

To facilitate your academic accommodations, it is necessary for QSAS to share your accommodation information with other individuals or units with specific responsibility for implementing academic accommodations (e.g., Queen’s Exams Office). There are also situations where staff and faculty at Queen’s outside of SWS may request limited information to clarify your accommodations or determine eligibility for bursaries, services, or other supports.

The exchange of information about you between QSAS and other units at Queen’s University includes the following:

- Information pertaining to accommodation-related information only; it does not include sharing personal, medical or disability-specific information
- Access by QSAS advisors to limited information about you contained in SOLUS specifically to support accommodation planning or academic appeals
- Remains in effect until the end of the current academic year and must be renewed for each academic year during which you re-register with QSAS

You may withdraw your consent to the exchange of any information about you described above at any time via written notice to the Executive Director of SWS, who will then inform all involved members of this withdrawal of consent.

Please Note: You will need to provide additional written consent for your QSAS advisor to obtain and/or share information about you with any person outside of Queen’s University (e.g., external health care provider).