



FIPPA

Dear Students:

Welcome to the University of Toronto, Department of Speech-Language Pathology. We are pleased that you will be pursuing your graduate education with us. The purpose of this notice is to inform you of our policies regarding the collection and use of your personal information by the University of Toronto and the Department of Speech-Language Pathology.

UNIVERSITY OF TORONTO NOTICE OF COLLECTION

For Students

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to <https://www.utoronto.ca/privacy> or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY NOTICE OF COLLECTION

For Students

The University of Toronto Notice of Collection above applies to the activities of the Department of Speech-Language Pathology. To administer its academic, clinical, and research programs, the Department of Speech-Language Pathology collects and uses your personal information for the following purposes.

- (a) **Medical information** - Students are expected to be in a state of health that allows them to participate fully in the academic and clinical programs, and poses no risk to themselves or others. Accordingly, students in the M.H.Sc. program must submit medical certification of immunizations, tuberculosis testing, and, in some cases, flu shots. If necessary to facilitate a specific clinical internship or research activity, medical documentation about a particular student will be provided by the department to an authorized individual at the clinical or research site.
- (b) **Mask-fit testing** – Students in the M.H.Sc. program must also provide proof that they have been properly fitted with a mask that provides protection against air-borne diseases. Mask fitting for M.H.Sc. students will be arranged by the department. If necessary to facilitate a specific clinical internship or research activity, mask-fit testing information about a particular student will be provided by the department to an authorized individual at the clinical or research site.

- (c) **E-mail addresses** – To facilitate communication among students, faculty, and staff, the names and official e-mail addresses (utoronto.ca) of members of the department will be shared with other members. Official departmental communications to students will use these e-mail addresses. During clinical internships, clinical educators affiliated with the department will also be provided with the names and e-mail addresses of students that they are teaching and/or supervising.
- (d) **Personal contact information** – In an emergency or when students are away from campus on clinical or research placements, a faculty or staff member from the university may require access to your emergency contact information or telephone number.
- (e) **Group assignments** – Effective teamwork is an important skill for speech-language pathologists and other professionals. Therefore, group assignments are considered to be valuable learning experiences within the M.H.Sc. curriculum. Normally, one grade will be assigned for each group assignment and the same grade will be given to all members of the groups. This means that other students in your group will know the grade and shared comments that you received. The instructor, however, reserves the right to assign individuals within the group grades that reflect their individual work. In this case, your individual grade and comments would not be shared with others in your group.
- (f) **Photographs** – Upon entry to the department, each student will be photographed individually in order to prepare a composite photo that will allow departmental faculty, staff, instructors, and teaching assistants to learn students' names and faces. In addition, photographs of departmental events (e.g., orientation, graduation, special lectures, etc.) may include students. These photographs may be used in departmental publicity (e.g., brochures, websites) but student names will not be published with the photographs unless a student has given written consent for his/her name to be used.

Please **sign below** to indicate your understanding of and agreement to the collection and use of the departmental information outlined above. Please **submit no later than Tuesday, September 6, 2016** to the Student Affairs Assistant at slp.admissions@utoronto.ca or in person to #1064 – 500 University Avenue, Toronto ON.

Name: _____ Signature: _____ Date: _____