



Office of Accessible Education

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Confidentiality and Release of Information Policy

The Office of Accessible Education (OAE) is committed to ensuring that all information regarding students is maintained confidentially as required or permitted by law. Any information collected is used for the benefit of the students. This information may include psycho-educational testing, grades, biographical history, disability information, and case notes. Procedures for handling student information has been adopted by OAE and is rigorously followed by the staff of OAE. Students are informed of their confidentiality rights during the Welcome Meeting with OAE.

The OAE policies and procedures regarding confidentiality and the release of information from student files are listed below:

1. Student information obtained by Baldwin Wallace University shall only be shared with others within the Institution on a need-to-know basis. Only the Accessible Education staff has immediate access to student files and records. For example, University faculty and staff do not have a right or need to access diagnostic or other information regarding students' disabilities; they only need to know what academic adjustments, auxiliary aids, and/or services are necessary or appropriate to meet the disability-related needs of the students. If a student requests an academic adjustment, auxiliary aid, and/or service, the student will be informed as to what information is being provided to the faculty or staff regarding the request. To protect confidentiality by assuring limited access, all disability-related information is maintained in confidential files in the Office of Accessible Education.
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 that they intend to harm themselves or another person(s).
 - Reports or describes any physical abuse, neglect, or sexual abuse of children or vulnerable adults within the last three years (this includes the occurrence of abuse or neglect to the student if he or she was under age 18 at the time of the abuse).
 - Reports the use of an illegal drug for nonmedical purpose during pregnancy.
 - Reports or describes sexual exploitation by counseling or healthcare professionals.
3. A student's file may be released pursuant to a court order or subpoena.
4. A student may give written authorization for the release of information when they wish to share it 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. OAE will not release information to a student, outside agency, parent, etc. that was obtained directly from a third party (e.g., if documentation, records or information regarding a student is obtained directly from a physician, the information will not be released). The student, outside agency, parent, etc. will need to obtain the documentation, records or information directly from the third party who originally supplied the information.
6. OAE may charge a reasonable fee for costs incurred in connection with the copying of information.