



## Spokane Community College PACE Services CONFIDENTIALITY/PRIVACY STATEMENT

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The staff of PACE Services, including work-study students and/or volunteers, have a responsibility of maintaining student confidentiality. This includes oral and written information. Any information collected is used for your benefit. This information may include, but is not limited to: disability information, work history, educational history, medical history and psychological reports. Information will be shared with others within the institution on a need-to-know basis only.

Information we have on you is contained in a student file and is considered privileged and confidential. Your signature, or your legal guardian's signature, will be required for a release of information.

You have the right to review your file. Contact your instructor, and/or job coach, or relevant staff with your request to review your file and an appointment will be made. All files must be reviewed in a PACE Services facility with a staff member present.

***I have read this form and/or have had an advocate explain this form to me.***

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Student signature

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Date

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Staff signature

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Date