

Title:	Disability Confidentiality Policy
Policy Owner:	Office of Academic Support and Disability Services
Contact Information:	OASDS@juilliard.edu
Applies to:	Tianjin Juilliard students
Effective Date:	September 17, 2020

Tianjin Juilliard School (“Tianjin Juilliard” or the “School”) recognizes that student disability records contain confidential information, and the School’s commitment to maintaining the confidentiality of student disability records is paramount. Therefore, the documentation of a student’s disability is maintained in a confidential file in the Office of Academic Support and Disability Services (OASDS) at The Juilliard School (“Juilliard”) in New York. It is considered part of the student’s education record under [FERPA](#) and is protected by FERPA restrictions and practices. It is important to understand that a student’s right to privacy is balanced by Tianjin Juilliard’s and Juilliard’s need to have access to certain information in order to provide requested and recommended services and accommodations. This policy has been developed so that students, parents, faculty, and staff understand how such records are handled.

Information is released by OASDS only for a legitimate educational reason to a Tianjin Juilliard administrator or faculty member, and only the specific information needed to serve the student in accordance with circumstances that would permit the sharing of such information. Both Juilliard and Tianjin Juilliard make it a practice to emphasize to anyone having access to information about a student’s disability that it should be treated in a confidential manner. As an example, the determination of services for a student may involve the Tianjin Juilliard Office of Academic and Student Affairs or OASDS disclosing disability information provided by the student to appropriate Tianjin Juilliard personnel participating in the accommodation process*. Information may be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The amount of information that may be released in any circumstance is determined on a case-by-case basis. Faculty and staff who are provided with information, either by OASDS or directly by a student, are instructed that they are not to make reference to a student’s disability in front of other students or discuss a student’s disability with anyone not authorized to be a recipient of such information.

Information related to a student’s disability may be disclosed to a third party who is not an administrator or faculty member of The Juilliard School or Tianjin Juilliard only under very limited circumstances defined by [FERPA](#) and applicable Chinese laws with respect to data protection and made part of the practices of The Juilliard School and Tianjin Juilliard. Such information will be

disclosed (i) with the prior written permission of the student, (ii) by court order, (iii) in response to a legal subpoena, or (iv) where there is a risk of harm.

with the prior written permission of the student by court order, in response to a legal subpoena, or where there is a risk of harm and a need to protect the rights and interests of the students or other individuals.

Wherever there is a conflict between FERPA and the PRC data privacy laws regarding data protection, the higher standards or requirements shall apply.

A student retains the right to provide information about a disability directly to faculty or administrators. In such an instance, the student should be clear whether or not the information is to be treated as confidential, although the administrator or faculty member may always consult Tianjin Juilliard's Office of Academic and Student Affairs or OASDS staff about the information provided. If OASDS notifies a faculty member of an accommodation for a student, details of the disability generally will not be disclosed unless there is some information that needs to be known to provide the accommodation. The student does not have to share details of the disability with a faculty member who has been notified about an accommodation.

* Accommodations may only be approved by OASDS and students inform faculty of an approved accommodation through forwarding faculty official letters from Tianjin Juilliard's Office of Academic and Student Affairs detailing all OASDS approved accommodations for that course. Individual faculty do not provide accommodations independent of OASDS.