

Title: 文件名:	Disability Confidentiality Policy 残疾保密政策
Policy Owner: 文件所有者:	Office of Academic Support and Disability Services 学术支持及残疾服务办公室
Contact Information: 联系方式:	oasds@tianjinjuilliard.edu.cn oasds@tianjinjuilliard.edu.cn
Applies to: 适用于:	All Tianjin Juilliard graduate students 天津茱莉亚全体研究生
Effective Date: 有效日期:	September 17, 2020 2020年9月17日

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 Tianjin Juilliard School. 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.

天津茱莉亚学院（“天津茱莉亚”或“学院”）认识到，学生伤残记录包含机密信息，学院对学生伤残记录的保密承诺是至关重要的。因此，显示学生残障的文件被保存在天津茱莉亚学院（“茱莉亚”）学术支持及残疾服务办公室（OASDS）的机密文件中。它被视为《家庭教育权利和隐私法案》[FERPA](#)下学生教育记录的一部分，受FERPA限制和惯例保护。学院为了提供被要求和建议的服务及便利而需要获取某些信息时，需要衡量学生的隐私权，理解这点很重要。本政策的制定是为了让学生、家长、教师和行政人员了解此类记录是如何处理的。

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 Student Development 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.

只有出于合法的教育的原因，OASDS 才会向天津茱莉亚行政管理人员或教师公开信息，而且只是为学生提供服务所需的特定信息，才可以授权分享。茱莉亚和天津茱莉亚都在时刻强调，任何接触到学生残疾信息的人都应以保密的方式处理这些信息。例如，天津茱莉亚学院学生发展办公室或 OASDS 在决定为学生提供服务时，只会将学生提供的残疾信息披露给参与提供便利条件的过程中相关的天津茱莉亚学院相关人员*。若为保护学生或其他个人健康或安全，在涉及健康和安全的紧急情况下，可以向相关方透露必要信息。在任何情况下，可以被公开的信息量皆根据具体情况确定。收到由 OASDS 或直接由学生所提供信息的教师不得在其他学生面前提及该学生的残疾，也不得与未经授权接收此类信息的任何人讨论该学生的残疾。

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, and a need to protect the rights and interests of the students or other individuals.

仅在 FERPA 规定的非常有限的情况下，以及适用中国数据保护法规定的情况下，方可向非茱莉亚或天津茱莉亚管理人员或教师的第三方披露与学生残疾有关的信息，并将其作为茱莉亚学院及天津茱莉亚学院惯例的一部分。信息将在以下情况下披露：（i）事先获得学生书面许可，（ii）按照法院命令，（iii）响应法律传票，或（iv）存在损伤风险，需要保护学生或其他个人权益的情况。

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

若 FERPA 与中华人民共和国数据安全及隐私相关法律在数据保护方面存在冲突，则应以更高标准或要求为准。

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 Student Development 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.

学生有权直接向教师或行政管理人员提供有关残疾的信息。在此种情况下，学生应明确该信息是否应被视为保密，尽管行政管理人员或教师可随时向天津茱莉亚学院学生发展办公室或 OASDS 工作人员咨询相关信息。如果 OASDS 通知教师要为学生提供便利，通常不会透露有关残疾的细节，除非是那些提供便利必须要了解的信息。学生不必与已被通知为其提供便利的教师分享残疾详情。

*** 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 Student Development detailing all OASDS approved accommodations for that course. Individual faculty do not provide accommodations independent of OASDS.**

*提供便利条件只能由 OASDS 批准，学生应转发天津茱莉亚学院学生发展办公室的正式信函来通知教师，包括 OASDS 批准的该课程调整的详细说明。教师不能越过 OASDS 提供此类调整。