



# CONTRACT: USE OF AUDIO RECORDING DEVICES

I, \_\_\_\_\_ (student's name), \_\_\_\_\_  
(student number) will be recording some classes in \_\_\_\_\_ (name  
of program) at College of the North Atlantic, \_\_\_\_\_ Campus.

I agree to the following stipulations:

1. Each class will be informed, at the beginning of each lecture, that recording is taking place.
2. The recordings are the intellectual property of College of the North Atlantic.
3. The recordings are for educational purposes only.
4. The recordings are for my personal use only.
5. The recordings will not be copied, posted on the internet, emailed, or otherwise shared.
6. I will destroy each course's recordings once my final mark for that course has been determined.

## **SIGNATURES:**

*College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to ensure requested disability services are provided. It will only be used for this purpose. Personal information will only be disclosed as required to do so by law. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit [www.cna.nl.ca/about/atippa.asp](http://www.cna.nl.ca/about/atippa.asp).*

*I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Disability Services

\_\_\_\_\_  
Date