



Little River Band of Ottawa Indians
Victim Services Program
(231) 398-6719
www.victimservicesprogram.org

Survivor's Notice of Rights & Confidentiality Form for Advocacy Organizations

As a survivor of the Victim Services Program, you have the following rights regarding the confidentiality of your personal information and communications with the Victim Services Program staff and volunteers:

- 1) The information that you provide to the Victim Services Program will be kept confidential to the greatest extent allowed by law.
- 2) You may choose what information you want to provide to the Victim Services Program. You will not be denied access to services if you choose to not provide certain identifying information.
- 3) The information that you provide to the Victim Services Program, including your name, address, phone number, and other personal information will not be shared with other individuals or agencies or the tribal government departments without your permission.
- 4) The Victim Services Program staff may be required by law to report certain situations even if you do not give them permission to share or report the situations, such as suspected child abuse or neglect. Staff and advocates will inform you of any reporting requirements prior to having conversations with you and will tell you when they must make a report and what information will be shared. Even when these reports are made, the Victim Services Program should not share information beyond what is required by law.
- 5) Some general information about the types of services provided and overall demographics (e.g., age and income ranges, average number of children, ethnicities) of people that use the Victim Services Program services must be shared with the agencies that fund the Victim Services Program. However, information that specifically could identify **you** as someone who used the Victim Services Program services will never be shared unless specifically authorized by you in writing.
- 6) After your intake with a Victim Services Program advocate, you may choose to be referred to other agencies for additional help and support.
- 7) You can decide how much or how little of your personal information the Victim Services Program will or will not share with each partner agency. You will be told, in general, what each partner's obligations are to keep your information confidential. If you choose to have the Victim Services Program share some of your personal information with an agency we partner with, you will be told exactly *how* and *what* information will be shared. If you later decide that you do not want the information you have provided to be shared with any of the Victim Services Program partners, you may revoke any prior authorization. Once revoked, the Victim Services Program staff will no longer share additional information with those partners.
- 8) If you have any questions or concerns about this notice or your rights, or if you have a concern that your confidential information was not treated appropriately, please contact the Victim Services Program.

Survivor: I, _____, have received notice of my rights to confidentiality. Date: _____

Advocate: I, _____, have explained this notice to the client. Date: _____