

# Survivor Privacy Rights Checklist

## Reviewing institutional practices for optimized survivor protection

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### Current Practices

Assess practices currently in place for effectiveness and determine if each needs updates. These may include:

- Are the administrative, operational and technological requirements developed to keep survivors' personally identifiable information confidential?
- How are information sources held accountable for improper sharing of information?
- What are the requirements to provide services without needing personal information when possible?
- Do the employee confidentiality agreements communicate the confidentiality protocol and the consequences of not following it?
- How is the legal viability of sharing data dictionaries and its related confidentiality protocols evaluated?

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### Current Challenges

Identify current challenges that may inhibit ideal survivor protection and determine how to overcome each. Common issues may include:

- Confidentiality protocols undervalued and de-prioritized in the face of the more immediate needs.
- Frequent turnover of staff resulting in a knowledge gap.
- Lack of resources to develop and consistently implement confidentiality protocols internally and across collaborative institutions.
- Lack of internal and external knowledge and resources to buy or maintain complex data systems, such as secured centralized databases.
- Use of centralized systems can violate confidentiality obligations of service providers under federal, state, or territorial law.
- Data-sharing agreements between agencies need to be analyzed for full understanding.
- Limited access to experts who can consult on organizational standards, protocols, and needed changes.

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### Confidentiality Protections

Determine which policies, processes, and protocols need to be changed or added to promote a survivor-centered environment. Next steps may include:

- Review/develop and implement an Employee Confidentiality Agreement.
- Review/develop and implement a written policy/protocol to protect confidentiality and prevent revictimization.
- Include easily accessible and highly visible victim-services information on agency websites.
- Train survivors on their privacy rights and strategies to protect their personally identifiable information.
- Train employees, decision-makers, and stakeholders on confidentiality obligations and related policies/protocols.
- Evaluate and enhance internal processes related to how information is shared, including if, when, or how to consensually share a survivor's personal information.
- Use information systems (like databases) to share information carefully, given that different participants in such systems may have very different confidentiality obligations.

