



OWNERSHIP OF RECORDS

OWNERSHIP OF RECORDS:

The Pennsylvania Immigration Resource Center Immigrant Survivors Project (ISP) is the owner of records containing victim information. The ISP shall maintain the confidentiality of all of client's records and identifying information. The ISP shall secure records, victim files, logs and other written information against loss, tampering, or unauthorized use. The ISP shall ensure that this information remain confidential except in cases where the client voluntarily releases the information.

CLIENT RIGHTS TO INSPECT RECORDS:

All clients shall have the right to inspect their own file. This inspection shall not include staff work product (notes or other work generated by ISP staff). You may request the correction or removal of inaccurate, outdated or incomplete information from your own records. You may also submit rebuttal data or memoranda to your own records. This material shall be in writing and a copy maintained in your file.