



## CLIENT NOTICE OF RIGHTS/CONFIDENTIALITY

In participating in this intake (and should you become a client in the future) you have the following rights regarding the confidentiality of your personal information and communications with PIRC staff and volunteers:

1. The information that you provide to PIRC, including your name, address, phone number, and other personal information, will be kept confidential to the greatest extent allowed by law. Except as noted below, it will not be shared with other individuals or agencies without your permission.
2. You may choose what information you want to provide to PIRC. You will not be denied access to services if you choose to not provide certain identifying information.
3. PIRC attorneys and staff are subject to certain ethical rules, including the attorney's **duty of confidentiality**, which means that PIRC attorneys and staff will not disclose information you share with them without your permission unless they are 1) ordered to do so by a judge, including an immigration judge or 2) required to do so in order fulfill their ethical duty of "candor to the tribunal", which means, in an immigration context, not making false or misleading statements to the judge or to USCIS. The Attorneys and staff will tell you if they must share information, when and where they intend to do so and what information will be shared. In such cases, PIRC would not share information beyond what is required by law and would attempt to do so in such a way so as to minimize any harm to you.
4. 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 PIRC services must be shared with the agencies that fund PIRC. However, information that specifically could identify **you** as someone who used PIRC services will not be shared unless specifically authorized in writing by you.
5. After your intake with PIRC, you may choose to be referred to other agencies or attorneys, some of whom we partner with, for additional help and support.
6. You can decide how much or how little of your personal information PIRC 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 PIRC 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 don't want the information you have provided to be shared with any of PIRC's partners, let us know and we won't share any more information with those partners.
7. 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 PIRC's ISP Managing Attorney at (717) 600-8099.