Corlia Branders
Counselling with care.

POPI CLAUSES – PSYCHOLOGY PRACTICES

CONFIDENTIALITY:

- All Personal Information gathered and pertaining to a patient is subject to an obligation of confidentiality by virtue of the profession under which my practice falls, as well as South African legislation and the rules of the Health Professions Council of South Africa (the "HPCSA"). All information provided will be treated as strictly confidential, except under the following circumstances:
    - with a patient's (or that patient's guardian in applicable cases) express consent;
    - in providing information required by the patient's medical aid (where applicable) to process claims for therapy provided by me;
    - where I am obliged to divulge information in a court of law or in terms of a statutory provision or because it is in the public interest;
    - where consultation with other mental health professionals is viewed as being necessary;
    - where the patient poses a danger to him- or herself or another person;
    - in the case of a deceased patient, with the written consent of the next of kin or the executor of the deceased's estate;
    - COVID-19 – should I test positive for COVID-19, I might have to provide the relevant authorities with a list of people that I had contact with. In such a case, I may have to reveal a patient's name and contact details; and
    - Drafting of reports, letters, etc, will only be done on receipt of the express written request and consent of the patient (or a guardian, where applicable).

PROTECTION OF PERSONAL INFORMATION ACT, 2013

- The very nature of psychotherapy requires the gathering of personal information from a patient and other relevant person/s (the latter being case dependent).
- All personal information is collected by me from the patient during psychotherapy sessions or, in exceptional circumstances, from other relevant persons indicated by the patient (and/or his/her guardian, where applicable).
- The personal information collected by me will be used exclusively to direct the patient's psychotherapy sessions to reach a desired psychotherapeutic outcome. The personal information is provided on a voluntary basis.

However, withholding information will likely have a negative impact on the therapeutic process;

- I am responsible for maintaining the security of personal information so collected.
- All personal information is stored in a safe environment and, where applicable, in encrypted electronic format. All personal information of patients is also kept in accordance with my confidentiality and privacy policy stated above.
- All information collected will be stored for a period of 6 (six) years as from the date on which the patient ceases therapy with me (as per the requirements of the HPCSA). Hereafter, the information will be destroyed, again in accordance with the guidelines provided by the HPSCA.
- The Practice's website is hosted by Afrihost, who have provided the assurance that all Personal Information that might be collected from the website is kept completely secure and confidential;
- Should the Practice experience a Personal Information breach, affected patients as well as the Information Regulator will be advised thereof as soon as practically possible;
- Patients will be given access to their personal information only upon receipt of an express written request and/or consent (given by the patient, or a guardian of the patient, where applicable) to disclose the information concerned to a person nominated in the written document;
- Patients who are not satisfied with the way I deal with their personal information is entitled to lodge a complaint with the Information Regulator at https://www.justice.gov.za/inforeg/contact.html.

By signing this document, the patient, or guardian of the patient where applicable, gives his/her consent to me collecting, storing, and processing the patient's personal information as indicated above.

Client's Signature…….

Date…….

Location:……..