

PROTECTION OF PERSONAL INFORMATION ACT (POPIA), 2013

Dear Client

The very nature of psychotherapy/assessments requires the gathering of personal information from a client and other relevant person/s (the latter being case dependent).

All personal information is collected by me from the client during psychotherapy/assessment sessions or, in exceptional circumstances, from other relevant persons indicated by the client (and/or his/her guardian, where applicable)

The personal information collected by me will be used exclusively to direct the client's psychotherapy/assessment sessions to reach a desired psycho/therapeutic outcome. The personal information is provided on a voluntary basis. However, withholding information will likely have a negative impact on the therapeutic/assessment 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 clients is also kept in accordance with my confidentiality and privacy policy.

All information collected will be stored for a period of 6 (six) years as from the date on which the client ceases therapy/assessment 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 Lit Creations, 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 clients as well as the Information Regulator will be advised thereof as soon as practically possible.

Clients will be given access to their personal information only upon receipt of an express written request and/or consent (given by the client, or a guardian of the client, where applicable) to disclose the information concerned to a person nominated in the written document.

Clients 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/infoereg/contact.html>.