

ANNEXURE H

PLEDGE OF CONFIDENTIALITY

HANDLING OF MEDICAL RECORDS/ INFORMATION IN THE MANAGEMENT OF SICK LEAVE, INCAPACITY LEAVE AND ILL- HEALTH RETIREMENTS

I, the undersigned, hereby declare that I understand that I will due to the nature of my work handle and have access to and insight in the confidential medical information of individual employees in this Department. I further declare that I understand that everybody has the right to privacy in terms of the Constitution of the Republic of South Africa.

I hereby pledge to-

- honour individuals' right to privacy as contemplated in the Constitution;
- hold in trust and confidence any medical information and/or documents of individual employees disclosed to me or discovered by me or prepared by me in the course of the handling of an individual employee's application for sick leave, incapacity leave and/or ill-health retirement;
- use the relevant medical information only for the purposes of processing and/or considering an individual's application for sick leave, incapacity leave and/or ill-health retirement;
- not disclose (in any form/means) any medical information and documents of an employee to any unauthorised party/any other person;
- not to retain copies of any written medical information of any individual for any other purposes than the official records of this Department;

I understand and declare that I am fully aware of the serious consequences that may follow any breach/contravention of this Pledge of Confidentiality.

Signature:		Rank	
Name:		PERSAL No.	
Department		Unit/Section	
Date:			

OATH

I certify that before administering the oath I asked the employee the following questions and wrote down her/his answers in her/his presence:

1. Do you know and understand the contents of the Pledge of Confidentiality?

Answer _____

2. Do you have any objection to taking the prescribed oath?

Answer _____

3. Do you consider the prescribed oath to be binding on your conscience?

Answer _____

I certify that the employee has acknowledged that she/he knows and understands the contents of the Pledge of Confidentiality. The employee has uttered the following words: "I truly affirm that the contents of the declaration are true and that it is binding on my conscience". The signature/mark of the employee is affixed to the declaration in my presence.

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____

(Block letters)

Designation (rank) _____ Ex Officio Republic of South Africa

Name and Street address of institution _____

Date _____ Place _____