



Standard 2

**2.4.2.7 Policy on the management of personal information
Confidentiality agreement
(See Domain 1 SOP 9.1.5)**

This policy is intended to explain how the Practice addresses the legal and ethical requirements incumbent upon a Physiotherapy practice.

1. The following documents refer
 - a. PAIA – All employees
 - b. HPCSA Booklet #5 - All employees
2. It is specifically recorded that all clinical staff (registered with the HPCSA) are ethically obliged to act in accordance with the HPCA rules and guidelines at all times. As it regards management and confidentiality of patient information, this is detailed in HPCSA Booklet #5.
3. It is further expressly noted (see Booklet 5: 1.2) that the clinical staff are responsible for ensuring that both they – and the other staff working in the practice – fully respect the confidentiality in the best interests of the patients.
4. All employees are required to indicate their assent to this adherence as a condition of service.
 - a. This is a clause contained in each contract of employment
5. The matter is so important that the practice considers it necessary to specifically record each staff member’s commitment to the protection of patient privacy but additionally signing an annual pledge to mutually encourage each other in the proper exercise of the protection of patient confidentiality. This is to be done on this document below.

I,

Employed by Barker Physiotherapists Inc

1. Have read and understood this policy, HPCSA Booklet 5, and the POPI Act.
2. I Hereby commit myself to:
 - Personally adhering to the HPCSA and POPIA requirements for the protecting of patient confidentiality.
 - Mutually encouraging all other members of staff to adhere to the same standard.

Signature: _____

Date: ____/____/____