



2nd Floor Lakeside Office Park, 263 West Street, Centurion, P.O. Box 11962, Centurion, 0046 Tel: (012) 683-1400, Fax: (012) 663-4345/9157

ANNEXURE H
PLEDGE OF CONFIDENTIALITY
HANDLING OF MEDICAL RECORDS/ INFORMATION IN THE
MANAGEMENT OF SICK 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 and/or ill-health retirement;
- use the relevant medical information only for the purposes of possessing and/or considering an individual's application for sick 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 _____