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HENRIETTE JOUBERT-PIENAAR

EDUCATIONAL PSYCHOLOGIST

MANUAL

in terms of

Section 51 of The Promotion of Access to Information Act 2 of 2000 (PAIA)

And

The Protection of Private Information Act 4 of 2013 (POPIA)

TABLE OF CONTENTS

1. INTRODUCTION	3
2. CONTACT DETAILS.....	3
3. PAIA (Section 51(1) (b)).....	3
4. AVAILABILITY OF THIS MANUAL.....	4
5. ACCESS TO PERSONAL INFORMATION.....	4
6. RECORDS HELD BY HENRIËTTE JOUBERT-PIENAAR.....	4

1. INTRODUCTION

Henriëtte Joubert-Pienaar (HJP) is an Educational Psychologist registered with the Health Professions Council of SA (HPCSA) (PS 0125458) under the Health Professions Act of 1974, and are subject to the rules and regulations of the HPCSA.

This manual serves to inform clients on the personal information held by Henriëtte Joubert-Pienaar, how personal information is dealt with and how clients can access their personal information held by Henriëtte Joubert-Pienaar.

2. CONTACT DETAILS

Owner and information officer: Henriëtte Joubert-Pienaar

Postal address: 145 Sefako Makgato Drive, Sinoville, Pretoria

Physical address: 145 Sefako Makgato Drive, Sinoville, Pretoria

Email address: h.joubertpienaar@gmail.com

Contact number: 082 551 2341

Website: <https://henriettejoubertpienaar.co.za>

3. PAIA (Section 51(1) (b))

- 3.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. AVAILABILITY OF THIS MANUAL

A copy of this manual is available at:

- The practice at 145 Sefako Makgato Drive, Sinoville, Pretoria
- On the website <https://henriettejoubertpienaar.co.za>
- Upon request from Henriëtte Joubert-Pienaar (see contact details above)

This Manual will be updated from time to time, as and when required.

5. ACCESS TO PERSONAL INFORMATION

Clients (or in the case of a child, the competent person) may request access to their personal information held by HJP via email, stating the reasons for requesting the information. Third party information requests for personal information will be handled on a case by case basis and will only be granted with informed consent from the client (or in the case of a child, from the competent person) or as per applicable legislation or a court order.

6. RECORDS HELD BY HENRIËTTE JOUBERT-PIENAAR

Client/patient records, which includes client/patient lists; health records; medical reports; funding records; agreements; consents; needs assessments; financial and accounts information; research information; evaluation records; profiling; and similar information.