Record of disclosure decision

Charl Hattingh | Clinical psychology

Blank internal event template. Complete only when a specific disclosure is considered or made. Keep the completed record confidential, with an appropriate file reference. This is not a public request form or a standing consent to disclose.

Responsible body

Charl Hattingh, sole proprietor / Wordweb Inc (select the correct capacity). For former company-operation records, identify Wordweb Inc.

Record / case reference and date	_____
Requester and verified authority	_____
Proposed recipient and verified contact	_____
Purpose; information requested	_____
Legal basis / consent reference	_____
Decision and reasons; withheld/redacted material	_____
Information actually released; date and secure method	_____
Supporting documents; PAIA reference if applicable	_____
Approved by Charl Hattingh; signature and date	_____

Attach consent/authority or identify the specific lawful basis where relevant. PAIA Form 2 is needed for a PAIA request, not automatically for every authorised disclosure. Ordinary provider processing remains subject to the provider arrangements and POPIA policy.