



THE HONG KONG PSYCHOLOGICAL SOCIETY CONFIDENTIALITY UNDERTAKING (FOR USE BY THE COMPLAINANT)

This form should be submitted together with the Complaint Form

Confidentiality Undertaking

1. The undersigned, the Complainant of the current complaint (the “Complaint”) commenced under paragraph 2 of the Procedures of Handling Complaints, (the “Procedures”), Appendix to the By-Laws of the Hong Kong Psychological Society (the “Society”) make the following undertaking to the Society and each of the parties to the Complaint:
 - (a) to treat all disclosure received from the handling of the Complaint under the Procedures (the “Confidential Information”) strictly confidential and save as permitted by the Society, shall not discuss or disclose its contents to anyone;
 - (b) not to use the Confidential Information other than for the purposes of the handling of the Complaint;
 - (c) to destroy any documents and records received pertaining to the Complaint following the conclusion of the Complaint and any appeal related thereto; and
 - (d) in the event that he or she becomes aware of any use or disclosure of the Confidential Information which occurs as a result of any breach of the foregoing undertakings (a)-(b) (or any of them) to notify immediately the Society with full details of that use or disclosure.
2. The above undertakings do not apply to any information that is required to be disclosed by operation of law or statute, or by order of a court of competent jurisdiction, or by a regulatory or other body having jurisdiction over him or her, provided that such disclosure shall be subject to the terms of paragraph 3 below.
3. Where any part of the Confidential Information is required to be disclosed in circumstances identified in the paragraph above, the undersigned shall:
 - (a) provide the Society (to the extent permitted by law) notice in writing as soon as practicable;
 - (b) use reasonable endeavours to obtain an assurance that confidential treatment will be accorded to the Confidential Information; and
 - (c) furnish only that part of the Confidential Information which is legally required.

Signed: _____

(Please print & sign if digital signature is not used)

Name: _____

Date: _____