

## **Converge CONFIDENTIALITY POLICY**

**1. Converge is bound by the UK's Data Protection Act (DPA) which implements the EU Data Protection Directive. This protects personal data and places restrictions on Converge's ability to disclose personal data within the UK and overseas. Personal data is information relating to an individual from which they can be identified.**

**2. Converge employees and volunteers will often be entrusted with personal information given to them in confidence by an individual using Converge's services. Anyone working for Converge has a duty to treat that information with respect. They also have a duty under the Data Protection Act 1998 to protect the confidentiality of personal information and to process that information fairly.**

**This policy is fully endorsed and supported by Converge's Trustee Board.**