



Professional Conduct Procedure

Guidance on Confidentiality

Introduction

The aim of this guidance is to provide a clear and concise overview of the confidentiality requirements set out in the Professional Conduct Procedure (PCP) and the Data Protection Act 1998 (DPA). It is intended to help you understand your obligations and the consequences of non-compliance.

Where a conflict arises, the provisions of the PCP will prevail over the DPA. However, the DPA will apply where the PCP does not provide a specific answer.

We are committed to the highest standards of confidentiality and to ensuring that your information is protected in accordance with the requirements of the DPA and the PCP.

This guidance is intended to provide a general overview of the confidentiality requirements. It is not intended to provide legal advice. If you have any queries, please contact your supervisor or the Compliance Department.

What does confidentiality mean?

Confidentiality means that information should only be shared with those who need to know it and who have a legitimate interest in it. It is a key principle of the PCP and the DPA.

This guidance sets out the requirements for confidentiality and provides a framework for you to follow. It is intended to help you understand your obligations and the consequences of non-compliance.

If you have any queries, please contact your supervisor or the Compliance Department.

