

Privacy Policy

1. Objective

- a. The Mentoring Foundation seeks to maintain the privacy of programme participants in accordance with the Privacy Act 1993.

2. Data collection & use

- a. The Mentoring Foundation and its Delivery Partners gather and maintain information about programme participants for the purposes of programme coordination, evaluation and reporting. We will not use your information for any other purpose unless expressly authorised by you.
- b. The following participant information is collected and maintained:
 - i. Contact information
 - ii. Information submitted by participants as part of the registration process (which form the participant profile)
 - iii. Billing addresses
- c. Information is collected in the following ways:
 - i. Form submissions on our website
 - ii. Information provided by Delivery Partners/Programme Coordinators
- d. Where this information is used publically by the Mentoring Foundation or a Delivery Partner your identity as a mentor or mentee will not be disclosed unless permission has been obtained from you prior to disclosure.
- e. We will ensure that all of the information you supply is held securely and cannot be accessed or used by unauthorised people. All reasonable steps are taken to ensure the information submitted is accurately stored.
- f. You have the right to view your personal details that we hold about you at any time and we will correct any incorrect information we hold about you.

3. Breaches of privacy by a Programme Coordinator or Delivery Partner

- a. Programme Coordinators and Delivery Partner organisations are required to ensure they take reasonable steps to ensure against a breach of online privacy.
- b. Should a Programme Coordinator or Delivery Partner breach privacy by revealing without prior permission the identity of, or personal information belonging to a mentor or mentee, they must ensure that the Mentoring Foundation is notified within 24 hours of the breach occurring.
- c. The Mentoring Foundation will determine the process for resolving such a breach and will ensure any affected parties are made aware of the breach within 48 hours of being notified of the breach.
- d. A breach of privacy on the part of the Programme Coordinator or Delivery Partner organisation will be addressed by the Mentoring Foundation on a case by case basis.
- e. The Mentoring Foundation will determine the process for resolving any breach of privacy by a Programme Coordinator or Delivery Partner organisation. In serious situations a breach may result in the partnership being terminated.

4. Breaches of privacy by a Mentoring Foundation team member

- a.** Members of the Mentoring Foundation project team are required to ensure they take reasonable steps to ensure against a breach of online privacy.
- b.** Should a member of the Mentoring Foundation project team breach privacy by revealing without prior permission the identity of, or personal information belonging to a mentor or mentee, the Mentoring Foundation resolves to notify affected parties within 48 hours of being advised of the breach.
- c.** A breach of privacy on the part of a Mentoring Foundation team member will be addressed by the Mentoring Foundation team on a case by case basis.
- d.** The Mentoring Foundation will determine the process for resolving any breach of privacy and will communicate the agreed process to all involved, including the Delivery Partner and Programme Coordinator of the programme the mentor or mentee is a participant in.
- e.** In serious cases the Mentoring Foundation may resolve to terminate a team member's involvement in any future activities of the Foundation.