

Confidentiality Policy

1. Objective

- a. The Mentoring Foundation seeks to maintain the confidentiality of mentoring relationships at all times.
- b. For the purposes of this policy, confidential information includes any information which is not publicly known including, but not limited to, all matters discussed by a mentor and a mentee during a session and any information relating to the personal or business affairs of an individual or entity obtained by a party as a direct result of their participation in the mentoring program either as Mentor, Mentee or Delivery Partner.

2. Confidentiality

- a. Confidential Information should be held in the strictest confidence and in good faith at all times both during and beyond the agreed mentoring period.
- b. Confidential Information must be kept secure and protected from any use, disclosure, reproduction, modification, access, damage or destruction.
- c. Confidential Information must not be, directly or indirectly, disclosed or distributed or used for any purpose other than the purpose for which it was obtained.

3. Disclosure of confidential information

- a. If one party is required by law or order of any governmental agency to disclose any information that would otherwise be confidential, they must, to the extent reasonably practicable prior to disclosure of the confidential information:
 - notify the other party that it may be required to disclose the confidential information; and
 - give the other party a reasonable opportunity to take any steps that they consider necessary to protect the confidentiality of the relevant information; and
 - notify the person to whom the information is to be disclosed that the information is confidential to the other party.

4. Breaches of confidentiality

- a. You must immediately notify The Mentoring Foundation if you suspect, or become aware of, any unauthorised access, use, storage, copying or disclosure of any Confidential Information and promptly take all reasonable steps, and provide all reasonable assistance, requested by The Mentoring Foundation in connection with such actual, suspected or threatened infringement.
- b. Any breach of confidentiality will be addressed by the Coordinator in the first instance.
- c. The Programme Coordinator or Delivery Partner must notify the Mentoring Foundation of any breach of confidentiality that takes place within 24 hours of notification of the breach.
- d. The process of resolving any breach of confidentiality should be agreed together by the Mentoring Foundation, the Programme Coordinator and the Delivery Partner.
- e. Should the parties fail to agree on a process of resolving any breach of confidentiality, the Mentoring Foundation will make the final decision as to how to proceed.