

Confidentiality Policy – Mentoring Foundation of New Zealand

1. Objective

- 1.1 The Purpose of this policy is to establish guidelines for maintaining confidentiality and protecting confidential information of the Mentoring Foundation of New Zealand (Mentoring Foundation) and its employees, contractors, clients, customers, mentors, mentees, funders, delivery partners, community partners and other stakeholders (**Associates**). This policy outlines the measures that must be taken to protect confidential information, the responsibilities of Associates with respect to confidentiality, and the consequences of violating this policy. The Mentoring Foundation seeks to maintain the confidentiality of mentoring relationships at all times.
- 1.2 This policy applies to all Associates. It also applies to any third party who has access to the Mentoring Foundation's Confidential Information.
- 1.3 **Confidential Information** means any information, data, records, or other material which is not publicly available including, but not limited to:
 - 1.3.1 all matters discussed by a mentor and a mentee during a session;
 - 1.3.2 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 programme, either as Mentor, Mentee, or any other position in the programme whether relating to delivery, funding, or otherwise.

2. Confidentiality

- 2.1 Confidential Information should be held in the strictest confidence and in good faith at all times, both during and beyond the agreed mentoring period.
- 2.2 Confidential Information must be kept secure and protected from any unauthorised use, disclosure, reproduction, modification, access, damage or destruction.
- 2.3 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

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

4. Breaches of confidentiality

- 4.1 You must immediately notify 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 Mentoring Foundation in connection with such actual, suspected or threatened infringement.
- 4.2 Any breach of confidentiality will be addressed by the Programme Coordinator in the first instance.
- 4.3 The process of resolving any breach of confidentiality should be agreed together by the Mentoring Foundation, the Programme Coordinator and the Community Partner, and where relevant, the Funder.
- 4.4 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.