Example

Data and privacy policy

This document provides an example data and privacy policy that you could adapt and publish to support your mentoring programme.

# Data and privacy policy

This document explains how we will use the personal information you provide to us when you register to take part in our mentoring programme.

We take your privacy seriously and will handle your data with care and respect.

## Our contact details

You can contact us at:

Name

Address

Phone number

Email address

## What information we collect about you

When you register for our mentoring programme, we collect some personal data like:

* your name
* your role, department, grade, profession and any biographical information you provide
* your contact details, including your email address

We also ask you to provide information about your protected characteristics. Providing this information is optional and you do not have to answer these questions.

## How we collect your information, and why we have it

All of the personal information we process is provided to us directly by you. We collect the data so that we can administer, evaluate and improve the mentoring programme.

We only collect and use your data where you have provided consent for us to do so.

If you change your mind, you can opt out at any time by emailing us at **[contact details]**. We will delete your information from our systems within 1 month of your request.

We may have already shared some of your information with potential matches before you contact us; if this is the case, we will let you know.

## How we will use the information we collect about you

We collect this information so that we can:

1. match you with one or more potential mentees
2. contact you with details of your matches
3. send you information relating to the mentoring programme

We will share some of the information you give to us with the people you are matched with as part of the programme.

We will only use the information you give us for the purpose of administering and evaluating the mentoring programme.

### Information we share with your matches

The information we share with your matches includes:

* your name
* your role, department, grade, profession and any biographical information you provide
* your contact details, including your email address

### Information we will not share with your matches

We will not share any of information about your protected characteristics with your matches.

### How we use information about your protected characteristics

During the registration process, you will be asked to provide information about your protected characteristics. If you choose to answer these questions, we will use the information to:

* improve of the quality of the matches you receive
* monitor the characteristics of those participating in the programme, and use it to improve the programme this year and in future years

We will not share information about your protected characteristics with your mentors, and will only use it for the purposes described above

## How we store your personal information

Your information is securely stored.

We keep all the information you provide to us for the duration of the mentoring programme – up to 1 year. At the end of the programme, we will delete all of your personally identifiable information from our systems.

We may keep aggregated data about who has engaged in the programme, so we can evaluate it in the future; for example, the total number of participants, or how many participants were from a particular team.

## Your data protection rights

Under data protection law, you have rights including:

### Your right of access

You have the right to ask us for copies of your personal information.

### Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

### Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

### Your right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

### Your right to object to processing

You have the right to object to the processing of your personal information in certain circumstances.

### Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **[contact details]** if you wish to make a request.

## How to complain

### Contact us

If you have any concerns about our use of your personal information, you can make a complaint to us at **[contact details]**.

### Contact the Information Commissioner’s Office

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

https://www.ico.org.uk