



Code of Conduct: Mentors

Mentor Role

You understand that:

- As a mentor participating in Cranfield mentoring programme, the advice you give is for the purpose of guiding the mentee in their academic choices and future career path.
- The mentor/mentee relationship is a resource to discuss career issues confronted by the mentee and the mentor role is to give relevant advice and suggestions.
- Mentees should not take mentor advice as legal or academic recommendations, and neither should mentor advice be a substitute for professional advice or the mentee's own personal judgement.
- Mentoring is confidential. You'll only disclose information to others when agreed in writing with the mentee or if you believe there is a serious danger to the mentee or others if the information is withheld.
- Mentors must adhere strictly to the data protection guidelines (detailed in brief below and in full on the ProNet platform)
- Participation in the mentoring programme is voluntary, and can be stopped by either you or your mentee at any time.

Duration

Ongoing with an initial 1-year commitment.

University Role

The involvement of the University of Cranfield and its Alumni and Career teams will be to verify that the mentees are current Cranfield students and to provide a platform for mentors and mentees to contact each other.

The University has no further role in the mentor and mentee relationship, except where there is potential misconduct or cause for complaint. Any complaint or grievance issues should be referred to the Alumni Relations & Development Office by the mentor.

Data Protection

- We need personal data to run our alumni programme successfully. We are trusted to look after this essential information. You have a responsibility to adhere strictly to the data protection guidelines (detailed in full on the [Information Commissioner's website](https://ico.org.uk/for-organisations/guide-to-data-protection/) <https://ico.org.uk/for-organisations/guide-to-data-protection/>).
- At times, you may be privy to various levels of sensitive information. As a volunteer you are expected to keep personal data secure at all times. Breaches in this area of privacy and confidentiality are taken very seriously by the University with serious legal consequences. Therefore you are expected to;
 - keep personal data secure at all times storing it in a password protected system and notify Cranfield University immediately if you have a security breach or if you have breached any of these data protection guidelines on gdpr@cranfield.ac.uk If paper form is deemed necessary then this must be stored in a locked drawer.

- use personal data only for the purposes laid out in the ProNet platform. You must not use any knowledge gained during your relationship with the Alumni Relations and Development Office to influence a separate relationship you may have with the same individual. If you require the information for any other purpose you must obtain written permission from the Alumni Relations and Development Office.
- not share any personal information with any other person or organisation without the written permission from the Alumni Relations and Development Office.
- return any personal data that has been disclosed to you when it is requested and not keep any copies or records of this data
- delete any confidential data shared with you once it has served its purpose. Where stored a paper document this must be shredded or disposed of in a suitable confidential waste bin.
- As a volunteer you give approval for your preferred contact details to be made publicly available within the Alumni pages on the University website as set out in the Schedule attached.
- Volunteers are not to keep out of date static or temporary data files of alumni contact details or indeed the personal data of any other individual remotely.
- Volunteers are not to pass on Mentee details to anyone without written permission from the Alumni Relations and Development Office or consent from the Mentee themselves. If you are sharing personal data with the Alumni Relations and Development Office you are expected to;
 - ensure you have freely given, specific, informed and unambiguous consent from the individual to share their data.
 - transfer only personal data that is necessary
 - not transfer any Special Category (sensitive) Data that you have been made be aware of unless that person has expressly given consent that they are happy for you do so.

General agreement and waiver

You understand and agree that Cranfield’s mentoring platform is not intended for solicitation purposes, i.e. mentors should not request payment for any advice rendered and mentees should not request employment.

You agree that in no event will you file suit or otherwise attempt to hold liable for damages, Cranfield University, any mentor, mentee, alum, affiliate member or member of staff of Cranfield University as a result of your participation in Cranfield mentoring programmes. You agree to indemnify and hold harmless Cranfield University and its members and staff from any and all claims, suits, actions or proceedings of any kind arising out of, or in connection with your participation in Cranfield University mentoring.

You understand that any party may terminate their involvement in Cranfield mentoring programme at any time without notice or liability.

I hereby give my undertaking to act as a Mentor for Cranfield University, a voluntary role, and do so of my own free will. As a volunteer I am not an employee or agent of Cranfield University, understanding that this role does not include compensation or payment of any kind and that I shall not use my position for any personal gain.

Name:

Signature:

Date:

Schedule:

Preferred contact details to be put on Cranfield University's ProNet platform as a Mentor.

Name:

Course completed:

Year of completion:

Notes:

This is not a binding contract.

All forms will be treated with utmost confidentiality. Only details as indicated will be available for public viewing.