Employability Mentoring FAQ

Q. How is my data that I provide the project with kept safe?

Why is this important to address?

We recognise that it is important when collecting data from mentors and mentees that we use it for the purposes of the project and that mentors and mentees are clear on its use. It is important to offer assurance on our reasons for using information and the effectiveness of our storage of such data. Changes to Data Protection laws underline the importance of only using a person's data if we have their full consent.

What we say about it?

We provide a data protection statement for mentors, to highlight our stance on use of data. Our charter clarifies that 'we will manage the information you provide us, with respect and keep that information secure using only for the purposes of the project'.

Our actions and response

We take and handle data in three ways on the project. We securely store:

- Information submitted by email such as online forms and email data/CVs on email account files
- Information gathered on paper forms with signatures (reviews/evaluations) in a locked cabinet on site
- Information stored on excel sheets related to matching and tracking databases on our protected drives

We keep information in accordance with our data protection statement, which is located on our webpages. For mentees as students as DMU with a unique 'P' number we store information across the university on systems given to us by ITMS, which are protected in accordance with DMUs wider data protection practices.

Hard copy files	Excel sheets on drive	Emails on Outlook
These contain signed sheets, print offs of registration info (if the IT system goes offline) and review and evaluation forms filled out by participants	These contain names, gender, alumni status and what faculty / industry the person relates to. These are stored on the protected careers hard drive	These contain all email exchanges between the project and mentors/mentees which we keep for audit trails and for future reference and accountability
These are kept secure in folders held in the projects cabinet, under lock and key access by the project staff only. These are accessed daily and are kept stored away when the staff are away from their desk. When taken out by the staff for offsite meetings they are stored in a work bag and locked, hidden in a car boot.	These are kept secure on our drive by password protection so whilst on an open access drive, ITMS at DMU have authorised only the project staff to have access to the data. The staffs computers are always locked when away from the desk so as to avoid others accessing open documents on screen.	These are kept secure by ITMS at DMU who provide each member of staff with a password to allow them sole access to their outlook, which contains emails and data within. The staffs computers are always locked when away from the desk so as to avoid others accessing open documents on screen.

Where there is data that can be accessed via mobile smart technology, this is also available on the project officer's smart phone provided by DMU. This smart phone is also locked with a unique code known only to the project officer, and times out within seconds if not being used, therefore locking this to someone who might try to gain access.

Where we share data in the form of a case study involving a mentor and or a mentee, we ask permission of both parties first and obtain consent to do so.

Where we take data such as hard copy information including application forms, references, self-assessments, CVs and work history, from either mentors or mentees, who then contact us with a request to exit the project no matter what stage of the mentoring process they are in, we will shred their data records within six months of their formal notification. We keep such forms for this six month period as it allows them to change their mind and return to the project within a reasonable amount of time. Following a six month period and the subsequent destruction of records, should a person with shredded records choose to reengage with the scheme, we will require them to submit new information as of that point. Equally, the same electronic information held on the mentoring drive regarding mentors and / or mentees will be permanently deleted from on the system with only the name of the mentor or mentee in question held on the system on our excel drive for reference to their prior participation. Such electronic records other than the excel document will also be automatically removed from the project managers phone which is directly linked to the email system at DMU via passcode.

How you can help

We ask that any data that you provide us with is correct and up to date and supplied directly to the project and not by a third party (unless a nominated referee is providing a reference for you).

Contact us

Contact us on 07909 000127 or 0116 207 8979

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