



# BASHH/BHIVA/FSRH Mentoring Scheme

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## Mentoring Confidentiality Policy

We take seriously the protection of your personal and confidential information. Please take a moment to read the following Confidentiality Policy and Privacy Notice, which sets out how we use and protect this information.

### 1. Your personal information

Personal information means any data from which you can be identified (including information such as your name, postal address, email address and professional register number) and which concerns you. All personal information we obtain from you in relation to mentoring will be dealt with in accordance with the provisions of this policy.

We maintain a database of doctors who access the mentoring scheme. This information comprises:

- Your name
- Email address
- Career grade
- Employer / work address
- Date you entered the mentoring and scheme and the date you leave it
- Whether you are member of BASHH, BHIVA or both

### 2. Maintaining confidentiality

We comply with the professional standards set out in the General Medical Council's Medical Practice Guidance and apply our mentees. We may disclose information from our records in the following restricted, rare circumstances:

- When the disclosure is required by law, such as where there is a court order, or statutory obligation requiring us to make such a disclosure;
- When we become aware of, or have good reason to suspect, that the health or safety of any individual (including a patient or yourself) is at risk; and/or
- Otherwise, if we believe that such disclosure is necessary in order to assist in the prevention or detection of any criminal action (including fraud) or is otherwise in the overriding public interest, and is permitted by law.

In general we do not provide feedback to anyone about your mentoring sessions. If we are asked to, no feedback will be provided without your prior knowledge of the content. Mentoring conversations are always confidential outside the exceptional circumstances listed above.

It is up to you if you want to include reflections of your engagement with the mentoring scheme in appraisal portfolio.

### 3. How we use your personal information

We only use your personal information in the provision of our mentoring scheme. This includes for administration purposes, to develop the mentoring service further and to manage our funding arrangements.

### 4. How we protect your personal information

We are strongly committed to data security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We adhere to Data Protection Act 1998 to safeguard the information you provide us.

### 5. Updating your personal information

You are entitled to see the information held about you and to amend or update any inaccuracies in your personal information.