



MENTORSHIP PRIVACY STATEMENT & WAIVER FORM

1. INTRODUCTION

International Network of Tomorrow's Leaders (INTL), a professional learning community of the Canadian Bureau for International Education (CBIE) is committed to protecting the privacy of any Personal and Professional Information that we may obtain during the course of conducting our programs and providing our services. We have prepared this policy to inform you about our ongoing commitment to ensure the privacy of your Personal Information during participation in the INTL Mentorship Program.

2. WHAT IS PERSONAL INFORMATION?

"Personal Information" means any information, recorded in any form, about an identified individual or an individual whose identity may be inferred or determined from such information, but does not include business contact information (e.g. name, title, business address).

3. DEFINITIONS

- a. 'Mentorship' refers to the relationship between mentor and mentee In conjunction with the 'roles and responsibilities' outlined in the mentorship agreement
- b. 'Mentee' refers to the person receiving mentoring In conjunction with the 'roles and responsibilities' outlined in the roles and responsibilities' of the mentorship agreement
- c. 'Mentor' refers to the person providing the mentoring In conjunction with the 'roles and responsibilities' outlined in the roles and responsibilities' of the mentorship agreement
- d. 'Mentorship Committee Leads' refers to the persons who lead the direction and guide the mentorship committee for the respective year of assignment.
- e. INTL refers to the International Network of Tomorrow's Leaders (INTL), which is a professional learning community of the Canadian Bureau for International Education (CBIE). INTL is comprised of a Leadership team, and several sub-committees, including the Mentorship sub-committee.

4. WHY INTL COLLECTS PERSONAL INFORMATION

INTL only collects, use and discloses personal information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of providing services or information to our members, students, educational entities, partner entities or the public.

INTL may use the Personal Information we obtain in order to:

- (a) Establish or maintain contact with you;
- (b) Provide you with our mentorship program services;
- (c) Provide you with information about our mentorship program services;

The personal information INTL collects will depend upon which services you may obtain.

INTL does not sell, trade, barter, exchange or disclose for consideration any Personal Information we have obtained.

5. CONSENT

Unless permitted by law, no personal information is collected, without first obtaining the consent of the individual concerned to the collection, use and dissemination of that information.

Unless required by law, participant(s) of the INTL Mentorship program agree(s) to keep any discussion between the mentor(s) and mentee (s) as confidential.

In case of any dispute between Mentors and Mentee, either party can send their concern to INTL Mentorship Committee Leads for mediation. However, unless permitted by law, neither mentor nor mentee are allowed to share the matter of the issue with any third party.

By providing Personal Information to INTL, you agree and consent to the collection, use and disclosure of your personal information in accordance with this Policy.

It should be noted that in certain circumstances, certain services can only be offered if you provide Personal Information. Consequently, if you choose not to provide us with any required Personal Information, we may not be able to offer you the services requested.

6. CONSIDERATION

There is no monetary consideration for the appointment and participation in the INTL Mentorship Program as a mentee or a mentor.

7. CONDUCT & PROFESSIONALISM

As a member of CBIE, and a part of the Mentorship Program, it is each participants' responsibility to ensure that their conduct and professionalism is a representation of both your CBIE membership, as well as a representative of your member institution.

Promises and agreements made between Mentor and Mentees are not the legal responsibility of INTL, or CBIE or the Institution of Mentor or Mentee, save and except the agreement to match each participant and guide the fulfilment of the roles and responsibilities as set out in Schedule 'A'.

8. DISCLOSURE

The Mentor and Mentee are matched with the understanding that the professional affiliation and discussions during the (1) year appointment have an element of reasonable privacy and confidentiality, in good faith.

9. CONFLICT OF INTEREST

The Mentee or Mentor is bound as an employee of their institution and employment role, and should not make any agreements, representations, and/or promises that may possibly or potentially be a conflict of interest with their own institution or the Mentee/Mentor's institution.

10. WAIVER CLAUSE

1.0 LIABILITY FOR INJURY, LOSS OR DAMAGE

1.1 The Mentor/Mentee agrees that their Mentee/Mentor, INTL and CBIE shall not be liable for any debt incurred by, or any injury, or damage (including death), to the Mentor/Mentee, or to the

person of any officer, employee or agent of the Mentor/Mentee or for the loss or damage to the property of the Mentor/Mentee or any officers, employees or agents however caused.

1.2 The Mentor/Mentee shall at all times indemnify and save harmless their Mentee/Mentor, INTL and CBIE and its officers, employees and agents from and against every claim of any kind in respect of any injury, loss, including economic loss, legal and accounting costs or damage resulting from the performance or non-performance of this Agreement, regardless by whom the claim is made.

I _____ (name here) occupying the role of _____ (Mentor/Mentee) have read, understood and agreed to the above noted privacy and waiver terms by signing the below.

Signature: _____

Name: _____

Date: _____