

# Mentor Beacon Privacy Policy



## Mentoring Program for Agile Professionals

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Effective date of this Privacy Policy: 16th July 2023.

### Privacy Policy for Mentor Beacon

At ScrumCraft, we are committed to ensuring the privacy and security of all participants in our mentoring program, including mentees and mentors. This Privacy Policy outlines how we collect, use, store, and protect your personal information. By participating in our mentoring program, you agree to the practices described in this policy. We understand the importance of maintaining confidentiality and assure you that your privacy will be our top priority.

### 1. Information We Collect:

We may collect the following types of information from our mentees and mentors:

- a. Personal Information: This includes your name, contact information (email address, phone number), and any other information you voluntarily provide during the registration or mentoring process.
- b. Mentoring Interests and Preferences: We may collect information about your mentoring interests, preferences, and goals to match you with the most suitable mentoring partner.
- c. Communications: We may keep records of communications between mentees and mentors, including mentoring sessions and any feedback provided.
- d. Usage Data: We may collect data on how you interact with our mentoring platform to improve its functionality and user experience.

### 2. How We Use Your Information:

We use the collected information for the following purposes:

- a. Mentor-Mentee Matching: To match mentees with suitable mentors based on their interests and preferences.
- b. Mentoring Program Administration: To manage and facilitate the mentoring program effectively.
- c. Communication: To communicate with mentees and mentors about program updates, mentoring sessions, and related matters.
- d. Program Improvement: To analyse mentoring patterns and trends to enhance the overall mentoring experience.
- e. Compliance and Legal Requirements: To comply with applicable laws and regulations and respond to legal requests.

### **3. Information Sharing and Disclosure:**

We understand that your personal information is sensitive and will not share or disclose it except in the following circumstances:

- a. Mentor-Mentee Communication: To facilitate mentoring sessions, mentors and mentees will have access to each other's relevant information.
- b. Anonymised Data: Aggregated and anonymised data may be used for program evaluation, research, or promotional purposes.
- c. Service Providers: We may engage trusted third-party service providers to assist with program operations, and they will have access to necessary information solely for that purpose.
- d. Legal Obligations: We may disclose information if required by law or to protect the rights, safety, or property of ScrumCraft, its participants, or the public.

### **4. Data Security:**

We employ industry-standard security measures to protect your personal information from unauthorised access, alteration, disclosure, or destruction. Despite our best efforts, no online transmission or storage method can be guaranteed as completely secure.

### **5. Data Retention:**

We will retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

## 6. Your Privacy Choices:

You can access, update, or request deletion of your personal information by contacting us at [hello@scrumcraft.com](mailto:hello@scrumcraft.com) . However, certain information may be retained for legitimate business purposes or to comply with legal obligations.

## 7. Privacy Policy Updates:

This Privacy Policy may be updated from time to time to reflect changes in our practices or legal requirements. Any significant changes will be communicated to participants through appropriate channels.

### Contact

If you have any questions or concerns regarding this Privacy Policy or our mentoring program's privacy practices, please contact us at [hello@scrumcraft.com](mailto:hello@scrumcraft.com). We are committed to addressing any inquiries promptly and transparently.

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