

Privacy Notice

Reverse Mentoring Programme

The ReMEDI Project Ltd will provide the following services in support of a Reverse Mentoring Programme for Solent Health NHS Trust:

Recruitment and Relationship Commencement:

- Support with recruitment of reverse mentors and reverse mentees including communications and promotional material in consultation with client communications and information governance teams
- Matching of reverse mentors/reverse mentee pairs according to ReMEDI principles of pairing
- Advice and Troubleshooting as relationships are established and develop

Training, Preparation and Support:

Reverse mentors

- Training of reverse mentors: delivery of one day training session for up to 20 reverse mentors.
- Facilitation of 5, monthly, peer-led support and reflection sessions

Reverse mentees

- Preparation of reverse mentees: delivery of 2-hour preparation sessions for up to 20 reverse mentees. Number of sessions to be finalised based on number of mentees identified. Ideally each reverse mentee preparation session will include 8-10 participants
- Two hour reflective practice sessions for mentees at months 1, 3 and 5

Support and facilitation of a joint reverse mentor/reverse mentee reflective practice, legacy event and celebration to take place at the end of the relationships.

1. Type of personal information being processed

In order to provide the service, we are required to process the following minimal data

- Staff members name and contact details
- Information pertaining to equality and diversity
- Information pertaining to your job role
- No information pertaining to the mentor / mentee interaction will be held by the Trust nor will the mentor hold any formal notes/records.

IF YOU HAVE ANY QUERIES, PLEASE CONTACT

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2. How we obtain the personal information and why we have it

The information we hold about you, is obtained directly from yourself, as part of your application to the service. You will be asked to complete an electronic application form. This information is collected, to ensure that you meet the criteria for the service and used to process your application and contact you throughout your use of the service.

3. Legal basis

Solent NHS Trust's legal basis for processing this data, in accordance with Data Protection Legislation is

- UK GDPR, Article 6 (1) (a) – the data subject has given consent to the processing of his or her personal data for one or more specific purpose.
- UK GDPR, Article 9 (2)(a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- The Data Protection Act 2018, Schedule 1, Part 1 lists a number of purposes that are applicable to the processing being undertaken. The collection of this data is undertaken with consent.

4. How we store your personal information

Information will be stored short term on MS Forms, which is within the Trust's secure Azure network. The information will be periodically downloaded and then stored within a restricted network folder.

5. Who has access to your information / who do we share it with

Only staff within the Equality & Inclusions service and Reverse Mentoring Practice ReMEDI – University of Nottingham, who provide the service on behalf of Solent NHS Trust, will have access to the information held about you, with regards to the utilisation of this service.

Further information on the use of your data and your rights, please visit <https://www.solent.nhs.uk/about-us/publication-scheme/your-information-your-rights/>