**Framework for mentoring**

This framework sets out the understanding of:

The Network of Women Chairs (an informal group of supportive Women Chairs)

and

[ ] (**you**), whose address is [ ]

in relation to voluntary mentoring of other members of the Network of Women Chairs.

This framework is not legally binding, but each of us will act in good faith and seek to act in accordance with it.

**What we and you will do**

1. We will coordinate mentors and mentees, by providing the details of the women chairs or vice-chairs who would like to participate in mentoring. We will also support the relationship between mentors and mentees.
2. You will provide mentoring (i.e. provide voluntary support and advice in a non-professional capacity) to the mentee and gather such statistical information we agree is necessary for monitoring. Your advice as a women chair is independent and your support, views and/or actions do not represent those of the Network of Women Chairs.
3. We and you are totally independent of each other – neither of us can bind the other contractually or act as each other’s agent and you should not say or imply that you are representing the NWC.
4. No fees or expenses are payable by either of us in relation to the mentoring.

**Duration of the Framework**

1. We will each review how the mentoring is working and decide whether to extend it.
2. Either of us may withdraw from the framework at any time.

**Confidentiality**

1. Each of us must keep confidential information that the other discloses to us.
2. This will not apply to information:
   1. in the public domain;
   2. that has already been disclosed or is available or is later disclosed by a third party (where it is not otherwise confidential); or
   3. that is required to be disclosed by law.

**Data protection**

1. We must each comply with data protection legislation (the Data Protection Act 2018 and GDPR as it applies in the UK) in connection with this framework. We will only disclose personal data to you where it is lawful for us to do so and you must only process that personal data to enable you to engage in mentoring under this framework and in accordance with our privacy notices.
2. We may require you to enter into a data sharing agreement, which will be legally binding.

**Disputes**

1. Any concerns or queries relating to the mentoring should be raised with Rachel Mallows ([rachel@themallowscompany.com](mailto:rachel@themallowscompany.com)) and we shall seek to resolve them.
2. If we disagree significantly about any activities or matters under this framework, we and you shall use our best endeavours to resolve the disagreement through joint discussions.

Signed for and on behalf of NWC by:

Name Rachel Mallows

Position Vice Chair, Network of Women Chairs

Signature 

Date 20th February 2024

Signed by the Mentor:

Name …………………………………………………………………………..

Signature …………………………………………………………………..

Date …………………………………………..