



UNITY MENTORSHIP FOUNDATION

UMF Policy - Privacy

Unity Mentorship Foundation

Unity Mentorship Foundation (UMF) is a Melbourne-based organisation delivering structured mentorship and life skills programs for young people aged 15–25. UMF provides safe, consistent environments where young people can develop emotional intelligence, confidence, leadership skills, and a strong sense of belonging through weekly mentoring and practical life skills education.

Through a repeatable five-month cohort-based model, UMF is building a pipeline of future leaders while remaining values-driven, inclusive, and community-focused.

Values

 Lead with Care	 Act with Integrity	 Listen & Respect	 Serve with Purpose	 Commit to Growth	 Community & Belonging
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Overview

This Privacy Policy outlines how Unity Mentorship Foundation (UMF) collects, uses, stores, and protects personal information. UMF is committed to respecting the privacy, dignity, and confidentiality of all individuals who engage with our programs, services, website, and community.

This policy applies to all UMF participants, volunteers, mentors, staff, contractors, partners, and website users.

UMF handles personal information in accordance with applicable Australian privacy principles and recognises its heightened responsibility when working with young people.

Scope

This policy applies to:

- Personal information collected through UMF programs and events
- Information collected via registration forms, applications, surveys, and communications
- Information collected through UMF's website, digital platforms, and online communities
- All UMF team members who handle or access personal information

What Personal Information We Collect

UMF may collect personal information including, but not limited to:

- Name, age, and contact details
- Emergency contact details
- Program registration and attendance information
- Communications with UMF (emails, messages, feedback)
- Limited wellbeing-related information where necessary for support or safeguarding
- Website usage data such as IP address, browser type, and interaction data

UMF only collects information that is reasonably necessary for its operations and programs.

Sensitive Information

Sensitive information (including wellbeing or personal circumstances) is only collected:

- Where it is directly relevant to participant safety or support
- With consent where required
- For the purpose of safeguarding, referral, or program delivery

UMF uses personal information to:

- Deliver mentorship programs and services
- Communicate with participants, families, volunteers, and partners
- Manage registrations, attendance, and program logistics
- Respond to enquiries, concerns, or feedback
- Support safeguarding and duty of care obligations
- Improve UMF programs and operations

UMF does not sell, rent, or trade personal information. **Personal information may be disclosed only:**

- To authorised UMF team members on a need-to-know basis
- To trusted service providers (e.g. IT or website hosting) where necessary
- Where required or permitted by law
- Where there is a serious concern for safety and disclosure is required for safeguarding

UMF's website may use cookies to improve functionality and user experience. Cookies do not collect personal information unless voluntarily provided. Embedded content from third-party platforms may collect data independently of UMF. UMF is not responsible for the privacy practices of external websites.

Sensitive information is handled confidentially and accessed only by authorised personnel. UMF does not provide clinical services and does not retain sensitive information beyond what is necessary.

Storage and Security

UMF takes reasonable steps to protect personal information from:

- Loss
- Misuse
- Unauthorised access
- Disclosure or alteration

UMF retains personal information only for as long as necessary to:

- Fulfil program, administrative, or safeguarding purposes
- Meet legal or reporting obligations

When information is no longer required, it is securely deleted or destroyed.

Information is stored securely using password-protected systems and restricted access. UMF team members are expected to handle personal information responsibly and in accordance with this policy.

Access and Correction

Individuals may request:

- Access to the personal information UMF holds about them
- Correction of inaccurate, incomplete, or outdated information

Requests should be made in writing and will be responded to within a reasonable timeframe.

Privacy Concerns and Breaches

Any actual or suspected breach of privacy must be reported immediately to the CEO or designated leadership.

UMF will investigate and respond to privacy concerns promptly and take appropriate corrective action.