

What you need to know about the Agreement to Safeguard Personal Information and to Provide Mentoring Services

This booklet will explain in simple language what you are agreeing to when you sign the agreement with Community Futures East Interlake, Inc. (CFEI) But it does not replace the Mentor contract. The Mentor contract is a legal contract. You should read and understand it before you sign it, or have someone whom you trust go through it with you. If you sign the Mentor Contract, this is what you agree to.



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Understanding Your Legal Position

The agreement is a legal document. You or CFEI can end it after 7 days written notice. It cannot be changed unless you both agree. Even if some part of this agreement is found to be invalid, the rest of it will still apply. The agreement will be interpreted under the laws of Canada and Manitoba. It is important to realize that:

- ∂ You are agreeing not to hold CFEI responsible for any legal claims against you or your employee for misusing the client's personal information
 - ∂ At the same time, you understand that if you don't fulfill your obligations, CFEI may hold you responsible and take legal action against you
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Keeping personal information private and safe

In your role as mentor, you will learn personal information about your client. You must keep this information private and safe. In detail:

- ∂ You must make sure that no one else, other than your employees, sees, hears or learns about this information
 - ∂ If asked, you must have your employee sign a similar agreement with CFEI
 - ∂ You may use this information only for helping your client, and not for the benefit of you or anyone else
 - ∂ You must allow visits from CFEI to verify that you are protecting the personal information
 - ∂ You must return the personal information to CFEI, and destroy any copies, when asked to do so by CFEI
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Reports

You must:

- ∂ Submit a monthly report on your progress to CFEI
- ∂ Complete any surveys requested by CFEI

Payment

On receiving your invoices and receipts, and as you fulfill your obligations, CFEI will pay you:

- ∂ An hourly rate for mentoring
- ∂ A travel allowance

