

## Chartered Secretary Mentorship Programme 2018

### Mentor-Mentee Consensus Form

*(to be completed and returned on or before 31 January 2018 by mentor and mentee)*

Thank you for participating in the Chartered Secretary Mentorship Programme. This form is to be firstly filled in by the mentee and then be shared in confidence with his/her mentor. The more specific details the mentee can state, the more successful the mentor-mentee relationship would be. This form will serve as the basis for the first mentor-mentee meeting.

1. I want to be mentored because...

2. I am specifically interested in getting help with advice on...

3. Because of this mentor-mentee relationship, by December 2018, I want to see my growth in the following areas...

4. I am most interested in career advancement or doing a better job in handling challenges as stated below:

5. Progress towards my goals will be measured by:

6. To make this successful, my mentor and I plan to meet/communicate for a minimum of 15 hours from January to December 2018... (e.g. at least once per month via emails, phone calls etc.)

We are committed to open and honest communications in our mentor-mentee relationship.

We will ensure that our discussions are held in confidence.

We have read, understood and agreed to the Statement on Collection of Personal Data set out in the page overleaf.

Signature: \_\_\_\_\_

(Name of mentor: \_\_\_\_\_ )

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Name of mentee: \_\_\_\_\_ )

Date: \_\_\_\_\_

**Statement on Collection of Personal Data**

1. Your supply of personal data to HKICS is on a voluntary basis.
2. The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
3. The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
4. Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
5. Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3rd Floor, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at [privacyofficer@hkics.org.hk](mailto:privacyofficer@hkics.org.hk).