

Title:	Compliance Policy
Version:	1.1
Date:	December 2025
Reviewed:	December 2025
To be reviewed:	December 2026
Classification:	Public

1. Introduction

This Compliance Policy is a sub-policy of the Information Security Policy and outlines the Vivenza Foundation's requirement to comply with certain legal and regulatory frameworks.

2. Compliance with legislation

The Vivenza Foundation provides policy statements and guidance for staff, Trustees and external advisors in relation to compliance with relevant legislation to help prevent breaches of the Vivenza Foundation's legal obligations. However, individuals are ultimately responsible for ensuring that they do not breach legal requirements during the course of their work.

Users of the Vivenza Foundation's online or network services are individually responsible for their activity and must be aware of the relevant legal requirements when using such services.

The Vivenza Foundation must comply with all relevant legal requirements whether such requirements are detailed in internal policies or not. Any suspected breach of the Vivenza Foundation's legal requirements must be reported to the Chief Executive.

3. Software licence management

All software used for Vivenza Foundation business must be appropriately licensed. The Vivenza Foundation must comply with the software and data licensing agreements it has entered into. During the negotiation process of such agreements, full consideration must be given to how compliance with the agreement can practically be achieved. Agreements may need to be specifically negotiated to enable the Vivenza Foundation to comply.

4. Third party terms and conditions

Where the Vivenza Foundation uses the services of a third party provider, staff, Trustees and external advisors will also be subject to their terms and conditions in so far as they relate to information security.

5. Compliance with the Vivenza Foundation's Information Security Policy

The Vivenza Foundation's own information security policies must be adhered to at all times when handling Vivenza Foundation information and the Vivenza Foundation must ensure it is acting legally when operating such policies.

All staff, Trustees and other persons who may handle Vivensa Foundation information must be made aware of the Vivensa Foundation's information security policies and of any amendments made to them. Individuals must also confirm that they have read and understood these policies and how they apply to the information they handle.

6. Collection of evidence

At times, it may be necessary for the Vivensa Foundation to collect evidence in relation to a potential legal claim or internal investigation.

Where there is suspicion of a criminal offence involving the Vivensa Foundation's information or systems, the Vivensa Foundation will cooperate with the relevant agency to assist in the preservation and gathering of evidence on the basis of appropriate internal authorisation and compliance with relevant statutory requirements.

7. Records management

The Vivensa Foundation is required to retain certain information, whether held in hard copy or electronically, for legally defined periods. Such information must be appropriately safeguarded and not destroyed prior to the defined minimum retention period, while remaining accessible to those who require access and are authorised to access that information.

In accordance with the UK General Data Protection Regulation, personal data should not be retained for longer than it is required for the purposes for which it was collected.

THE VIVENSA FOUNDATION

Registered Charity number 1140372 A company limited by guarantee, registered in England Company number 07472301.
Registered office: Thanet House, 231-232 Strand London WC2R 1DA

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