

<b>Title:</b>	<b>Compliance Policy</b>
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<b>Classification:</b>	<b>Public</b>

## **1. Introduction**

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

## **2. Compliance with legislation**

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

## **3. Software licence management**

All software used for Vivensa Foundation business must be appropriately licensed. The Vivensa 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 Vivensa Foundation to comply.

## **4. Third party terms and conditions**

Where the Vivensa 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 Vivensa Foundation's Information Security Policy**

The Vivensa Foundation's own information security policies must be adhered to at all times when handling Vivensa Foundation information and the Vivensa 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.