

# Key compliance areas: Your essential checklist

For non-profits, charities, and housing associations, the labyrinth of HR compliance can often feel like a distraction from the vital work you do. Our checklist is your compass to navigating the vast regulatory landscape that is not-for-profit compliance.

## 1. Data protection and GDPR

The General Data Protection Regulation (GDPR) governs how you handle personal data for employees, volunteers, donors, and service users. In the charity sector, this data is highly sensitive.

### What you need to check:

- Ensure data is collected lawfully and for a specific purpose
- Maintain accurate records of consent
- Implement a clear policy for reporting data breaches
- Securely store data and limit access to authorised personnel only

## 2. Right-to-work checks

Every UK employer has a legal duty to prevent illegal working. This applies to every single hire, without exception.

### Actionable steps:

- Check:** Obtain original documents (e.g., passports) before employment starts
- Copy:** Make clear copies of the documents
- Keep:** Retain these records securely for the duration of employment plus two years
- Consistency:** Apply the same process to all candidates to avoid discrimination claims

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## 3. Safeguarding vulnerable groups

For housing associations and charities working with vulnerable adults or children, safeguarding is paramount. It is about protecting human rights and ensuring safety from abuse or neglect.

### What you need to check:

- Conduct Disclosure and Barring Service (DBS) checks for all eligible roles
- Establish and communicate robust safeguarding policies
- Provide regular training for all staff and volunteers
- Track DBS renewal dates meticulously to ensure continuous coverage

## 4. Employment law and contracts

From the moment an offer is made, you are bound by UK employment law. This covers contracts, wages, and statutory leave.

### What you need to check:

- Issue compliant employment contracts on or before the first day of work
- Adhere to regulations regarding working hours and the National Minimum Wage
- Manage statutory leave (e.g. maternity, paternity, sick pay) accurately
- Keep up-to-date records for every employee to resolve disputes quickly