

GVO SECURITY AND CONFIDENTIALITY



Complaints, Exclusions and Suspensions

It is imperative that there is a secure and robust process in place for handling paperwork relating to Suspensions, Exclusions or Complaints. The flexibility of GVO allows you to set up a designated area, only accessible by the people involved, to store documents and paperwork. This ensures other Members of the Board remain uninvolved and untainted, preserving their impartiality in the event of an appeal.



Document Restrictions

Document level restrictions can be applied to any file or document in GVO, meaning confidential papers are only visible to those with the correct permissions.



Secure Rooms

GVO offers a unique 'Room' feature that enables the exclusion of the usual GVO Manager(s), providing an extra layer of confidentiality and security. This feature is particularly valuable when the Board needs to discuss sensitive matters or access documents that it would be inappropriate for regular Manager(s) to have sight of. This may include matters relating to Panels, Recruitment or Pay.



Security Checklist

- GVO provides powerful, document level, access control
- Meeting packs within GVO will respect access controls, only displaying for Users with the correct permissions - eg. Part 2
- Where a User does not have access to a specific document or Folder it is 'invisible' to them
- Rooms offer an additional level of security, where the usual GVO Manager(s) can be excluded - contact GVO Support to set up

Ongoing Support is available for all GVO users.

Call 01273 921066 or email support@thegvoffice.com for any help or training requirements.