



## LESBIANS LOVING LIFE

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# CONSTITUTION

Adopted 7 November 2009 | Amended at the 2017 AGM

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|--------------------------|--|
| <b>1 The Association</b> | <ul style="list-style-type: none"> <li>a) The name of the Association constituted in this document is KENRIC.</li> <li>b) KENRIC is a non-profit making Unincorporated Association and will remain so unless and until otherwise varied by the membership.</li> <li>c) KENRIC, as an Unincorporated Association is in effect an association of persons bound together by identifiable rules and having an identifiable membership, which has chosen to achieve common Aims by means of those rules (The Constitution) and which has elected a governing body (the Management Committee) to carry them out on their collective behalf.</li> <li>d) An Unincorporated Association has no legal existence. It has no capacity to hold property or borrow money and its debts are the personal liability of its collective members. Contracts for services may be acquired for KENRIC by the MC e.g insurance, for which the MC Chair will sign documents.</li> <li>e) KENRIC is a subscribed Association for the welfare of lesbians.</li> <li>f) This Constitution revokes all previous Constitutions.</li> </ul>  |
| <b>2 Aims</b>            | <ul style="list-style-type: none"> <li>a) To seek to remedy the sense of isolation experienced by many lesbians by promoting the benefits of KENRIC membership to all lesbians.</li> <li>b) To encourage networking between its members and to arrange events, meetings, discussions and other activities.</li> <li>c) To support other non-profit making lesbian groups.</li> <li>d) To improve public knowledge and understanding about lesbians.</li> </ul>   |
| <b>3 Membership</b>      | <ul style="list-style-type: none"> <li>a) Membership is available to any woman aged 16 years and over who identifies as lesbian.</li> <li>b) Applications for membership must be on the form provided by KENRIC and must be accompanied by the appropriate fee.</li> <li>c) Membership may be terminated, or be denied to an applicant in circumstances where the KENRIC Management Committee (hereafter MC) considers that membership may be detrimental to the Aims or members of KENRIC.</li> </ul>   |
| <i>3.1 Eligibility</i>   |  |
| <i>3.2 Categories</i>    | <ul style="list-style-type: none"> <li>• SINGLE membership</li> <li>• JOINT membership</li> <li>• CONCESSIONARY membership</li> <li>• OVERSEAS membership</li> <li>• LIFE membership</li> <li>• COMPLIMENTARY membership</li> <li>• 70+ membership</li> </ul>  |
| <i>3.3 Rights</i>        | <ul style="list-style-type: none"> <li>a) To take full part in furthering the Aims of KENRIC.</li> <li>b) To receive the current Constitution of KENRIC.</li> <li>c) To receive any Newsletter published by KENRIC.</li> <li>d) To hold events in pursuit of the Aims of KENRIC and to petition the MC for financial support to this end.</li> <li>e) At the discretion of the organisers: <ul style="list-style-type: none"> <li>• To attend KENRIC events.</li> <li>• To bring a guest(s) to KENRIC events.</li> <li>• To restrict attendance at events to Members only.</li> </ul> </li> <li>f) To attend and vote at AGMs/EGMs or vote by proxy.</li> <li>g) To submit items for the AGM Agenda.</li> <li>h) To propose amendments to the Constitution &amp; Procedures.</li> <li>i) To stand for elected office in KENRIC, subject to Article 4.4.d.</li> <li>j) Upon written request and reasonable notice to the MC, to inspect: <ul style="list-style-type: none"> <li>• the Minutes of any meetings.</li> <li>• the Procedures.</li> <li>• the Archives.</li> </ul> </li> <li>k) To submit written complaints for the consideration of the MC.</li> <li>l) To form KENRIC Sub-Groups primarily composed of KENRIC members which may petition the MC for financial support.</li> </ul> |

<p>3.4 Obligations</p>	<p>m) To petition the MC to discuss any matter whatsoever.</p> <p>a) To observe the conditions for membership of KENRIC in respect of annual subscription, eligibility and good conduct.</p> <p>b) To adhere to the principles governing KENRIC as laid down in the Constitution.</p> <p>c) To abide by decisions of the MC on matters it is empowered by the Constitution to decide on behalf of the KENRIC membership.</p>
<p>3.5 Local &amp; Sub-Groups</p>	<p>a) To promote the Aims of KENRIC, the MC may appoint Local Representatives (LRs), and will liaise with these LRs through a MC member who shall act as Local Representatives Officer (LRO).</p> <p>b) A list of LRs will be published each month in the Newsletter with a telephone number for each. The MC may provide financial assistance if a LR wishes to put on a major event in her area, but will expect the event to be self-supporting.</p> <p>c) The MC may support KENRIC Members who form "special interest/location" Sub-Groups affiliated to the organisation. Providing such Groups promote the Aims of KENRIC and abide by the terms of the KENRIC Constitution &amp; Procedures, on request the MC may make a grant or loan of money to Sub-Groups to assist their activities, the amount to be assessed per capita according to the number of KENRIC members belonging to the Sub-Group. Any profit from an event subsidised by Kenric will be paid to Kenric. In the case of an event partially subsidised by Kenric, a proportion of the profit will be paid to Kenric, equivalent to the proportion of Kenric's subsidy.</p>
<p><b>4 Management</b></p>	<p>KENRIC will be managed and administered by a Management Committee (MC) to be elected at the AGM</p>
<p>4.1 Obligations</p>	<p>a) The MC shall administer KENRIC in the best interests of its members in accordance with the Aims of KENRIC and ensuring that management of KENRIC is conducted legitimately.</p> <p>b) Monthly meetings of the MC shall be quorate with not less than 50% MC members present. The MC may also conduct the business of Kenric and cast their votes by email if circumstances require.</p> <p>c) It will convene an AGM each year and produce an Agenda in accordance with Constitution Article 6.</p> <p>d) The MC will be guided and bound by the Constitution &amp; Procedures of KENRIC.</p> <p>e) The Procedures will not contravene any part of this Constitution and may be amended <i>pro tem</i> by a two-thirds majority vote of any MC meeting during its year of office, subject to ratification of such changes by the next AGM.</p> <p>f) The MC will determine the duties of its appointed officers.</p>
<p>4.2 Powers</p>	<p>a) The MC shall authorise expenditure of KENRIC funds as it considers appropriate to further the Aims of KENRIC and will monitor income and expenditure levels to prevent debt liabilities from exceeding its reserves.</p> <p>b) The MC will recommend the annual membership subscription rate to the AGM after which any agreed increase or decrease will become effective from the 1 January of the following year.</p> <p>c) The MC may propose amendments to the Constitution to facilitate management of KENRIC, but these cannot become effective unless ratified by an AGM.</p> <p>d) The MC may amend the Procedures in accordance with Article 4.1e) above.</p> <p>e) The MC may call an Extraordinary General Meeting if, in the opinion of two-thirds of the MC, there is a need for such a meeting (see Article 7).</p> <p>f) The MC may terminate the membership of any KENRIC Member whose actions are found to be detrimental to the Association or its Members in accordance with Procedures II.</p> <p>g) If the post of an elected MC member falls vacant before the subsequent AGM, the MC may co-opt a member of its choice, with her agreement, to serve the remaining term, and no election by the KENRIC membership will be required.</p> <p>h) The MC may co-opt any KENRIC member of its choice, subject to her agreement, to fill a vacant post on the Committee or to carry out a specific task, provided the MC does not exceed 15 members.</p> <p>i) Co-opted members will have full MC powers during their term of office.</p> <p>j) An elected or co-opted MC member who fails to fulfil her responsibilities to KENRIC maybe dismissed from the MC by the MC at an MC meeting if all other MC members are present and the vote is carried by a two-thirds majority.</p>

<p>4.3 <i>Composition</i></p>	<p>k) The MC may appoint one or more KENRIC members to form an ad hoc Group to carry out an investigation or project on behalf of the MC. Such a Group will not have MC powers.</p> <p>l) The MC may appoint professional advisors to assist with the administration of KENRIC.</p> <p>a) The Management Committee will comprise up to 15 Officers who shall be elected at the AGM or co-opted between AGMs. Elected Officers will not serve longer than three consecutive years in the same post unless there are very exceptional circumstances.</p> <p>b) All of the following six posts must be offered for election at the AGM:</p> <ul style="list-style-type: none"> <li>Chair</li> <li>Treasurer</li> <li>Membership Secretary</li> <li>Newsletter Editor</li> <li>Entertainments Officer</li> </ul> <p>Any additional MC posts offered to members co-opted during the year shall not continue in post beyond the AGM unless elected at the AGM.</p> <p>c) Elected Officers shall serve until the close of the AGM.</p> <p>d) A co-opted MC member shall serve until the next AGM following her co-option.</p> <p>e) Any MC post, except the Chair and Treasurer, may be filled as a job share between two members who jointly will represent one vote on the MC and whose post will be deemed vacant should either one resign.</p> <p>f) In the event that the post of Chair becomes vacant prematurely before the end of the elected term of office, the serving Vice-Chair will assume the position of Chair. Should there be no serving Vice-Chair either then the office of Chair will be assumed by an elected MC member who will be appointed to fulfil this role by a two-thirds majority agreement of the whole Committee. This temporary measure will apply until the next AGM, when the post will be offered for election.</p>
<p>4.4 <i>Complaints:</i></p>	<p>a) Formal complaints about members, concerning such subjects as conduct or ineligibility, must be lodged in writing with the MC, which will respond under the terms of Procedures II.</p> <p>b) Such complaints shall be dealt with expeditiously and might warrant discretionary action by the MC, which may:</p> <ul style="list-style-type: none"> <li>• Investigate the complaint</li> <li>• Convene an MC meeting to consider the circumstances and arbitrate between the parties involved</li> <li>• Adjudicate a suitable response if the complaint is upheld</li> <li>• Impose disciplinary action against the parties involved</li> </ul> <p>c) Decisions of the MC reached under the arbitration procedure will be final.</p> <p>d) A member whose membership is terminated under the Complaints Procedure shall not thereafter be eligible to hold office on the MC whether or not they are subsequently readmitted to membership of KENRIC.</p> <p>e) At its discretion, the MC may publish in the Newsletter its decisions in respect of any formal complaint.</p> <p>f) This formal complaints procedure shall be applicable to Kenric membership card holders only.</p>
<p><b>5 Voting</b></p> <p>5.1 <i>Members</i></p> <p>5.2 <i>Management Committee</i></p>	<p>a) Every KENRIC member is entitled to one vote at the AGM and at an EGM.</p> <p>b) Proxy votes may be cast by one member on behalf of an absent member after proper written notice to the MC prior to the meeting (see Procedures V).</p> <p>c) Tellers will be appointed by the Chair to count and record votes cast.</p> <p>d) All voting will be by show of hands or ballot as directed by the AGM Chair.</p> <p>e) All voting shall be by a simple majority except for Amendments to the Constitution where the required majority shall be two-thirds of the votes cast.</p> <p>a) Each elected and co-opted member of the MC will be entitled to one vote except in the case of a job-share post which will represent one vote, to be exercised by one party or the other.</p>

<p><b>6 Annual General Meeting</b></p>	<p>b) MC decisions taken on behalf of KENRIC shall be carried by majority show of hands of the MC members present except in respect of:</p> <ul style="list-style-type: none"> <li>• <b>Finance</b></li> <li>• <b>Amendment to KENRIC Procedures</b></li> <li>• <b>Membership disciplinary matters</b></li> </ul> <p>which will be agreed by show of hands or ballot by a two-thirds majority of those present. For 'Finance', the majority must include the Treasurer.</p> <p>c) In the event of a tied vote, the Chair will exercise a casting vote.</p>
<p><b>7 Extraordinary General Meeting</b></p> <p><i>7.1 Variance or Dissolution of KENRIC:</i></p>	<p>a) The business of the AGM is to:</p> <ul style="list-style-type: none"> <li>• Adopt Minutes of the previous AGM</li> <li>• Receive annual reports and statements of financial accounts</li> <li>• Agree membership subscription rates</li> <li>• Elect the MC</li> <li>• Decide on policy and instruct the MC</li> <li>• Agree amendments to the Constitution &amp; Procedures</li> <li>• Elect Life Members</li> </ul> <p>b) The date of the AGM will be set by the MC to convene not less than 11 and not more than 13 months after the previous AGM.</p> <p>c) Minutes of the previous AGM, and notification of the next AGM, with a list of MC posts for election and a request for nominations, must be circulated to all members at least 2 months before the AGM.</p> <p>d) The Agenda must be circulated to reach all members at least two weeks before the AGM together with notification of names of members standing for election each of whom must have agreed to stand.</p> <p>e) A member who is unable to attend the AGM may apply to vote by proxy using a form provided by KENRIC. Proxy votes are accepted as full votes.</p> <p>f) A record of all proceedings will be taken by a Minutes Secretary from which Minutes will be prepared subsequently and lodged with the KENRIC Archive.</p> <p>g) An attendance quorum of 3% of the total KENRIC membership as at the end of the last financial year, 31<sup>st</sup> August, must be obtained for the AGM to proceed.</p> <p>h) Interventions from the floor, such as points of order or questions, must go through the AGM Chair who will promote reasonable, succinct discussion of all Agenda items.</p> <p>i) Discussion on an item will cease when anyone present moves that 'the Motion be put to the vote'.</p> <p>j) The MC may allow entry to the AGM to non-members for purposes of reporting to items of Agenda business. They may not vote but they may address the members if invited to do so by the Chair and they will leave the AGM thereafter.</p> <p>a) A decision to call an EGM may be made at a meeting of the MC by a two-thirds majority vote of the MC members present or at the request of not less than 3% of the membership acting together.</p> <p>b) A minimum of 30 days notice shall be given to KENRIC members stating the time, date, venue and Agenda for the EGM and only the business of that Agenda shall be transacted.</p> <p>c) A member who is unable to attend the EGM may apply to vote by proxy using a form provided by KENRIC. Proxy votes are accepted as full votes.</p> <p>d) An attendance quorum of 3% of the total KENRIC membership as of the date of the previous AGM or as at the end of the last financial year, 31<sup>st</sup> August, whichever is the later, must be obtained for the EGM to proceed.</p> <p>a) The variance of KENRIC as an Unincorporated Association or the dissolution of KENRIC may take place <b>only</b> at an EGM at which no other business may be transacted.</p> <p>b) Such decisions will be carried by a simple majority of the votes cast at the EGM by show of hands or ballot as directed by the Chair.</p> <p>c) Assets remaining after the dissolution of KENRIC will be disposed of by a Dissolution Committee which will be elected at the EGM. That Committee will be responsible for the recovery of income due, the liquidation of assets and the settlement of debts and expenses. Any remaining assets shall be donated by that Committee to one or more non-profit making organisations as decided by the EGM, with preference given to such organisations which benefit lesbians. No assets shall be allocated to the KENRIC</p>

<p><b>8 Finance</b></p>	<p>Members.</p> <p>a) KENRIC will be funded by the proceeds accruing from its annual membership subscriptions, from its functions and events, from investments, from advertising and from other fund-raising projects.</p> <p>b) The income of KENRIC whencesoever derived shall be applied solely to the promotion of its Aims and no portion thereof shall be applied by way of profit to its members.</p> <p>c) The MC will arrange for KENRIC's funds to be deposited in a reputable bank in a current account for everyday business and a savings account for reserve capital. The two accounts need not necessarily be with the same bank. The cheque book and any cash card will be held by the Treasurer. All cheques shall require two signatories, normally the Treasurer and one other of the one or more MC signatories appointed by the MC.</p> <p>d) The KENRIC financial year shall run from 1 September to 31 August.</p> <p>e) The MC will arrange for KENRIC Accounts to be examined each year by a suitable individual. The examiner may or may not be a KENRIC member who may or may not charge a fee.</p> <p>f) Expenditure of KENRIC funds exceeding £100 must be authorised by the Treasurer or, exceptionally, by the Chair, subject to later approval by the next MC meeting.</p> <p>g) MC and ad hoc Group members may claim reasonable expenses from KENRIC funds on application to the Treasurer.</p> <p>h) The MC will not gamble with KENRIC funds nor commit them to any lottery and funds must be administered as if for a Trust covered by Trustee Investment legislation.</p> <p>i) Consistent with the Aims of KENRIC, the MC and the Treasurer will administer the funds of KENRIC by:</p> <ul style="list-style-type: none"> <li>i) Approving such expenditure as it considers appropriate to manage the affairs of KENRIC in accordance with Procedures IV.</li> <li>ii) Maintaining a record of all assets and transactions.</li> <li>iii) Ensuring all necessary legal requirements are met regarding payment of appropriate taxes.</li> <li>iv) Preparing and submitting annual accounts for examination prior to the AGM.</li> <li>v) Reporting on the examined accounts which will be tabled at the AGM.</li> <li>vi) Approving the terms and conditions of any Contract for Services in accordance with Procedures XII.</li> </ul>
<p><b>9 Newsletter &amp; Confidentiality</b></p>	<p>a) A KENRIC Newsletter for members will be produced by the Newsletter Editor and emailed, or posted under confidential cover, each month to all members. Except in circumstances beyond the MC's control a Newsletter will be produced each month.</p> <p>b) The Newsletter will be the principal means of communication between the members of KENRIC. Amongst others, it may contain sections covering <i>Notices</i> to the membership from the MC; <i>Diary Events</i>; <i>Contact Ads</i>; a "NOTICEBOARD" and <i>advertisements</i>.</p> <p>c) Any charges for advertisements will be set by the MC and the Treasurer and be administered by an MC Officer.</p> <p>d) The Newsletter will be of a weight to fall within the second weight band of UK postal charges unless, exceptionally, the MC Treasurer authorises otherwise.</p> <p>e) The MC will attempt to ensure that the confidentiality of KENRIC members is strictly maintained in all KENRIC affairs and correspondence, and will hire and operate a private Box Number address for the receipt of all mail.</p> <p>f) Any future changes to the domain name and webmaster can only be agreed by members at an AGM.</p>
<p><b>10 Events</b></p>	<p>a) The MC will organise major Events, which all Members may attend with their Guests provided that such Guests would be eligible for KENRIC membership as defined by the Constitution.</p> <p>b) A KENRIC member is responsible for her Guest's behaviour at all times and should it give cause for complaint, the MC may expel the Guest summarily and deny her access to future KENRIC events.</p> <p>c) The MC will set ticket prices in various categories to raise income from the Event sufficient to recover all expenses incurred. The Entertainments Officer or any other MC member organising events will liaise with the Treasurer in respect of costs of the event. The Treasurer will produce a financial report of the event to the MC as soon as practicable after the event.</p>

	<p>d) Ticket charges in the following categories may be set:</p> <ul style="list-style-type: none"> <li>• <i>Concessionary</i> – applicable to KENRIC Concessionary Members and at a lower charge than for Members</li> <li>• <i>Members</i></li> <li>• <i>Guests</i> – at a higher charge than for Members</li> </ul>
<b>11 Archives</b>	<p>a) KENRIC will maintain an Archive of its affairs and activities.</p> <p>b) A copy of each KENRIC Newsletter, the books of account and other financial records, the Minutes of Meetings, and such other materials considered of interest to KENRIC will be retained in the Archive.</p> <p>c) The Archive can be consulted and material photocopied by members, and by non-members whose interests coincide with those of KENRIC, only with the prior permission of the MC, which will not be unreasonably withheld. No names and addresses or phone numbers or other details may be published without the permission both of the parties involved and of the MC.</p> <p>d) The MC will be responsible for storing, maintaining and conserving the Kenric Archive in a safe, secure location.</p>
<b>12 Amendment to the Constitution</b>	<p>a) Amendments to the Constitution may be proposed, in writing, by any KENRIC member or by the MC.</p> <p>b) Before becoming effective, such amendments must be:</p> <ul style="list-style-type: none"> <li>• submitted for the prior consideration of the membership in the AGM Agenda</li> <li>• reported to at the AGM</li> <li>• agreed by a two-thirds majority of those present at the AGM</li> </ul>
<b>13 Procedures</b>	<p>a) In conjunction with this Constitution, the MC will prepare PROCEDURES which shall govern the conduct of the affairs of KENRIC and be binding on the membership in the same manner as the Constitution.</p> <p>b) The Procedures may be varied by the MC and put into effect immediately pending ratification by the membership at the next AGM.</p>

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## Code of Conduct for KENRIC members (card-holders)

KENRIC aims to create a vibrant, supportive community for lesbians by providing a mix of enriching and enjoyable social events. We want all lesbians to be able to live safe, fulfilling and connected lives and we try to provide an inclusive environment where all our members feel welcome, respected and comfortable with being who they are.

This code of conduct is to help all of us to understand what we expect from our members and the volunteers who help to run our group.

If a member does not comply with this code, the KENRIC Management Committee (MC), will discuss the issue with you. We reserve the right to take appropriate action which may include the termination of your membership and/or expulsion from our Meetup group.

### What we expect from you

- To be welcoming and supportive of other members and event attendees;
- To respect the different life experience, identities and ways of life of members and event attendees;
- To respect other members' and event attendees' right to privacy and refrain from violating these rights in any way;
- To avoid making unreasonable demands on other members, event attendees, volunteers, patrons and service providers and to respect their personal space;
- To avoid and challenge racist, misogynist, sexist, homophobic, biphobic, transphobic, religious intolerant, malicious or otherwise inappropriate behaviour and/or language.

### What you can expect from the KENRIC Management Committee

- We will endeavour to provide an inclusive environment where all our members feel welcome, respected and comfortable with being who they are;
- We will take seriously any concerns raised by members, event attendees, volunteers, patrons and service providers and will seek to resolve them equably;
- To take all reasonable steps to ensure confidentiality with regard to personal information and in relationship to complaints or concerns raised by members;
- If you have concerns about the behaviour of other members, event attendees, volunteers, patrons or service providers – please let us know in confidence by emailing [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk) or refer to the KENRIC Complaints Procedure.

By applying for KENRIC membership, you agree to abide by this code of conduct.

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# KENRIC Social Media & Communications Policy for Members

KENRIC encourages the responsible use of social media. The purpose of this policy is to set out what KENRIC expects from our members when using social media. It is important to remember that we are all ambassadors for the group and that social media is never private.

This policy is solely for KENRIC members and aims to:

- give clear guidelines on what members can say about the organisation;
- comply with relevant legislation and protect members;
- protect the privacy of KENRIC members;
- protect KENRIC against liability for the actions of members;
- be clear about sensitive issues such as monitoring and explain how problems with inappropriate use will be addressed.

## 1. Policy statement

**1.1** KENRIC recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Meetup, Facebook, Twitter, blogs etc. This policy aims to protect individual members and to encourage you to take responsibility for what you write, exercise good judgment and common sense.

**1.2** Inappropriate use of social media can pose risks to our confidential and proprietary information, our reputation and can jeopardise our compliance with legal obligations. To minimise these risks and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect members to adhere to this policy.

## 2. Who is covered by the Policy?

**2.1** This policy covers all KENRIC members. There is a separate policy for volunteers, service providers, contractors etc.

## 3. Scope and purpose of the Policy

**3.1** This policy deals with the use of all forms of social media, including Meetup, Facebook, YouTube, Twitter and all other social networking sites, and all other internet postings, including blogs.

**3.2** It applies to the use of social media in relation to KENRIC and/or its members.

**3.3** If a member is found to be in breach of this policy the KENRIC Management Committee will address this with reference to the KENRIC Constitution and relevant KENRIC policies and procedures.

**3.4** Members may be required to remove internet postings which are deemed to constitute a breach of this policy.

**3.5** This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies such as equal opportunities, data protection etc.

## 4. Personnel responsible for implementing the Policy

**4.1** All KENRIC members have a specific responsibility for operating within the boundaries of this policy, ensuring that all members understand the standards of behaviour expected of them.

**4.2** All members are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to the Social Media & Communications Officer at [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk)

**4.3** Any content which raises a safeguarding concern must be reported to the Social Media & Communications Officer in line with the reporting procedures outlined in KENRIC's Procedures.

## 5. Guidelines for responsible use of social media

The following sections of the policy provide members with common-sense guidelines and recommendations for using social media responsibly and safely.

**5.1** We want you to help protect KENRIC's reputation. Members must not post disparaging or defamatory statements about:

- KENRIC as an organisation;
- KENRIC Management Committee and members;
- KENRIC members past or present;
- KENRIC Meetup Group members and other event attendees;
- suppliers and vendors; and
- other affiliates and stakeholders.

Members should also avoid social communications that might be misconstrued in a way that could damage KENRIC's reputation, even indirectly.

**5.2** Members are personally responsible for what they communicate in social media. Remember that what you publish might be available to be read by other members of KENRIC, volunteers, current and future employers and social acquaintances for a long time. Keep this in mind before you post content.

**5.3** Social media posts may also be shared and redistributed by the persons listed in paragraph 5.2, and thus reach a far wider audience than originally intended.

**5.4** Circulating or posting the following via KENRIC social media is prohibited:

- images of members or event attendees without their explicit consent<sup>1</sup>
- chain letters or other spam;
- commercial, religious or political solicitations;
- promotion of outside organisations unrelated to KENRIC's work.

<sup>1</sup>*This includes images of people in the background of photographs who are identifiable.*

**5.5** A publicity consent form must be obtained prior to posting images or text which may be used to identify other people on social media. If you are unsure whether to post an image, please contact the Social Media & Communications Officer at [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk)

**5.6** KENRIC does not permit naming or tagging of KENRIC members, including KENRIC Meetup group members or event attendees in social media posts without the written consent of the person being named or tagged.

**5.7** There is no obligation for members to link their personal social media to any KENRIC social media.

**5.8** Members are not permitted to set up their own social media accounts using the name 'KENRIC' without prior consultation with the Social Media & Communications Officer or KENRIC Management Committee.

**5.9** If you disclose your affiliation as a member of KENRIC, you must also state that your views do not represent those of the organisation. For example, you could state, "the views in this posting do not represent the views of KENRIC."

**5.10** You are responsible for the security settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.

**5.11** Remember that you must respect confidentiality at all times and protect confidential information. You should be mindful of General Data Protection Regulations and related issues. If in doubt, please refer to KENRIC's Privacy Policy [pages 10 – 12] or speak to the Social Media & Communications Officer.

Confidential information includes things such as unpublished details about our work, details of current projects, future projects, financial information or information held on our supporters, members or members.

**5.12** Avoid posting comments about sensitive KENRIC related topics, such as our performance or finances. Even if you make it clear that your views do not represent those of our group, your comments could still damage our reputation.

**5.13** If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with the Social Media & Communications Officer.

**5.14** If you see content in social media that disparages or reflects poorly on KENRIC or our stakeholders, you should report it to the Social Media & Communications Officer. All members are responsible for protecting our reputation.

**5.15** Contact details of KENRIC members are subject to data protection, as set out in our Privacy Policy. Members are not permitted to share or disclose contact details of KENRIC volunteers or members without the explicit consent of the person concerned. If someone wishes to contact a KENRIC member or volunteer, you may take that person's contact details and pass that information to the relevant KENRIC member or volunteer.

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## 6. Photography at Events

**6.1** Please note that this section applies to photographs being taken at events on behalf of KENRIC, by the event organisers or other designated KENRIC photographer at the event. The guidelines for use of photography by ordinary event attendees is set out in section 5 of this policy.

### 6.2 Public Events

At public events such as Pride parades and festivals, photographers are often present and KENRIC has no control over the use and distribution of photographs/video taken at such events. By participating in these events, attendees accept that they may be photographed at the event.

KENRIC photographers may also take photographs at such events and these images may be used in our members' newsletter and on KENRIC social media, within the context of recording attendees participating in the event. At public events where there is no expectation of privacy, KENRIC photographers will not seek written consent from attendees when taking photographs.

Any attendees who do not wish to be photographed should make themselves known to the KENRIC photographers at the event.

### 6.3 KENRIC Events (Over 50 Attendees)

At large KENRIC-organised events such as KENRIC parties, there will often be a photographer present taking photographs of the event and attendees. At such events, notices will be displayed, identifying the photographer and how the photographs will be used. Any attendees who do not wish to be photographed should make themselves known to the photographer at the event.

### 6.4 KENRIC Events (50 or fewer Attendees)

At small events such as the KENRIC Drop-In, photographs will sometimes be taken. At such events, written consent from individuals being photographed will be sought and recorded on a KENRIC publicity consent form. Where the individual being photographed is unrecognisable (eg. if they have their back to the camera, or they appear out of focus), written consent will not be sought.

### 6.5 Consent

We respect our event attendees' right to privacy and there is no obligation for any event attendee to give consent to KENRIC for their photograph to be taken at any event or to be used by KENRIC for any purpose. A KENRIC publicity consent form will be treated as valid for a period of two years from the date of completion.

### 6.6 Withdrawal of Consent

Any event attendee who has given consent for KENRIC to use photographs of them, may withdraw or amend such consent at any time. Please note that any withdrawal or amendment of consent will be effective from the date of the withdrawal or amendment and will not apply retrospectively.

To withdraw or amend consent for the use of photographs, please email the Social Media & Communications Officer at: [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk)

## 7. Contact Details

KENRIC's Social Media & Communications Officer may be contacted via email at: [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk) or by post at **BM K, London WC1N 3XX**.

## 8. Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith, without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.

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# KENRIC Privacy Policy

KENRIC is committed to safeguarding your privacy. At all times we aim to respect any personal data you share with us and keep it safe. This Privacy Policy (*this Policy*) sets out our data collection and processing practices and your options regarding the ways in which your personal information is used.

This Policy contains important information about your personal rights to privacy. Please read it carefully to understand how we use your personal data. We may update this Policy from time to time without notice to you, so please check it regularly.

The provision of your personal data to us is voluntary. However, without providing us with your personal data, you may be unable to become a member of KENRIC or fully access the events and activities that we organise.

## 1. How we collect information about you

- When you give it to us directly. You may give us your personal data in order to apply for full membership of KENRIC or to join the KENRIC Meetup group, on Facebook, Twitter and/or when you contact us by telephone, email or post;
- When you give permission to other organisations (such as Facebook or Meetup) to share it or it is available publicly. We may combine information you provide to us with information available from external publicly available sources. Depending on your privacy settings for social media services, we may also access information from those accounts or services. We use this information to gain a better understanding of you and to improve our communications;
- When you visit our website. We use cookies to identify you when you visit our website and to enable us to personalise your online experience (for example by remembering your log in details). Please refer to our [Cookies Policy](#) for details on the way our use of cookies affects your personal data;
- We also collect potentially personally-identifying information like Internet Protocol (IP) addresses for logged-in users who leave comments on our website, along with your name and email address.

## 2. Information we collect

We may collect, store and use the following kinds of personal data: your name and contact details, including physical address, telephone number, email address, sexual orientation and social media identity.

We may request other information where it is appropriate and relevant, for example:

- Details of how you found out about Kenric;
- Your age range;
- Your bank details or debit/credit card details;
- Information about your computer and about your visits to and use of this website, including when you post comments or contact us via the website. This may include your IP address, geographical location, browser type, operating system, user agent, device, referral source, length of visit and number of page views.

## Sensitive Personal Information (Special Category Data)

Certain categories of personal information are classified as Special Category Data as they are sensitive and therefore requiring more protection (e.g. health information, ethnicity and sexual orientation).

As membership of KENRIC and KENRIC's Meetup group is only open to women who identify as lesbian, we therefore collect and process sensitive information regarding the sexual orientation of our members. This is done with explicit consent.

## 3. How and why we will use your personal data

Personal data, will be used for the purposes specified in this Policy or in relevant parts of the website. We may use your personal information to:

- Enable you to use the services we offer;

- 
- Send you information about our group, our events and activities including our monthly members' newsletter and any other information, products or services that we provide (this will not be done without your consent);
  - Provide you with the services, products or information you have requested;
  - Improve your browsing experience by personalising your interaction with our website, such as remembering your login details on our website;
  - Administer comments posted on our website and respond to enquiries made to us. If you leave a comment on our website, your comment text, your name and website (URL), if provided, will be visible to the public;
  - Process the administration of any donation or other payment you make via credit/debit card, cheque, standing order or BACS transfer;
  - Collect payments from you and send statements and/or receipts to you;
  - Handle the administration of your work as a volunteer with our group, where applicable;
  - Deal with enquiries and complaints made by or about you relating to the website or KENRIC in general;
  - Examine and administer our accounts;
  - To further the aims of the organisation by analysing your data to ensure we are reaching our target audience;
  - Research.

#### **4. Communications**

Where you have provided us with your physical address, we may contact you by post; and where you have provided appropriate consent, also by telephone and e-mail, with targeted communications to let you know about our events and/or activities that we consider may be of particular interest and to send reminders about membership subscriptions.

#### **5. Membership subscriptions and other payments**

All membership subscriptions collected via direct debit are administered by GoCardless, a third-party payment services provider. We recommend that you download and read the [GoCardless Privacy Policy](#).

All KENRIC's online event ticket transactions are administered by WeGotTickets, a third party online ticketing provider. We recommend that you read the [WeGotTickets Privacy Policy](#).

For debit/credit card transactions, KENRIC uses iZettle which is EMV (Europay, Mastercard and Visa) approved. iZettle complies with the strict "Payment Card Industry Data Security Standard" (PCI DSS) for handling card data and the global standards for technology used to authenticate chip-card transactions. We recommend that you read the [iZettle Privacy Policy](#) for more details.

KENRIC sometimes uses PayPal for money transfer transactions and we recommend that you read [PayPal's Privacy Policy](#).

Your personal data will be provided to GoCardless, WeGotTickets, iZettle and PayPal only to the extent necessary for the purposes of processing payments for transactions you enter into with us. KENRIC does not receive or store your financial details in any of these transactions.

KENRIC uses the Co-Operative Bank for receiving and making payments related to the running of the group. We receive and store financial details only to the extent necessary for the purposes of administering the payment of invoices and expenses. Access to this data is strictly limited and securely protected with industry standard security measures. For more details, we recommend that you read the [Co-Operative Bank Privacy Policy](#).

#### **6. Children's data**

We do not knowingly process data of any person under the age of 16. If we discover, or have reason to believe, that you are 15 or under and we are holding your personal information, we will delete that information within a reasonable period and withhold our services accordingly.

#### **7. Security and access to your personal data**

We endeavour to ensure that there are appropriate and proportionate technical and organisational measures to prevent the loss, destruction, misuse, alteration, unauthorised disclosure or of access to your personal information.

We may disclose information about you to any of our volunteers, officers, agents, suppliers or subcontractors

insofar as reasonably necessary for the purposes as set out in this privacy policy. In addition, we may disclose information about you:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
- Except as provided in this privacy policy, we will not provide your information to third parties.

Your information is accessible only by appropriately trained volunteers and contractors with whom we have a confidentiality agreement:

WOW Design and Print: Newsletter printing & distribution  
 Lemony Design: Website development & security  
 Coates IT Ltd: Website hosting & membership services

We may also use agencies and/or suppliers to process data on our behalf. We may partner with other organisations and in so doing transfer and/or acquire personal data.

Please note that some countries outside of the EEA have a lower standard of protection for personal data, including lower security requirements and fewer rights for individuals. We may transfer and/or store personal data collected from you to and/or at a destination outside the European Economic Area (“EEA”). Such personal data may be processed by agencies and/or suppliers operating outside the EEA. If we transfer and/or store your personal data outside the EEA we will take reasonable steps to ensure that the recipient implements appropriate measures to protect your personal data.

Other than as set out in this Privacy Policy, we will only ever share your data with your informed consent.

## 8. Your Rights

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information or to be unsubscribed from our email list or postal mailing list at any time. You also have the following rights:

- Right to be informed – you have the right to be told how your personal information will be used. This Policy and other policies and statements used on our website and in our communications are intended to provide you with a clear and transparent description of how your personal information may be used;
- Right of access – you can write to us or email us to ask for confirmation of what information we hold about you and to request a copy of that information. This is known as a Subject Access Request (SAR) and full details of how to make a SAR are here:  
 > Download [KENRIC-Subject-Access-Request-Form](#) (Word document)  
 > Download [KENRIC-Subject-Access-Request-Form](#) (PDF)  
 Once we have successfully confirmed your identity, we will comply with your request within 30 days;
- Right of erasure (right to be forgotten) – you have the right to request that your personal information be deleted from our records. This may mean that we are no longer able to administer your membership of KENRIC and we will tell you if this is the case;
- Right of rectification – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated;
- Right to restrict processing – you have the right to ask for processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage;
- Right to data portability – to the extent required by the General Data Protection Regulations (“GDPR”) where we are processing your personal information (i) under your consent, (ii) because such processing is necessary for the performance of a contract to which you are party or to take steps at your request prior to entering into a contact or (iii) by automated means, you may ask us to provide it to you – or another service provider – in a machine-readable format;
- You have the right to make a complaint to the Information Commissioner if you think that any of your rights have been infringed by KENRIC. For further information on exercising this right, please refer to the ICO guidance

KENRIC (Registration no: ZA307134) is registered with the Information Commissioner's Office. Please note that some of these rights apply only in limited circumstances. For more information, we suggest that you consult ICO guidance or please contact us using the details in section 16 below.

To exercise these rights, please send a description of the personal information in question using the contact details in section 16 below. Where we consider that the information with which you have provided us does not enable us to identify the personal information in question, we reserve the right to ask for (i) personal identification and/or (ii) further information.

#### **KENRIC Members' Newsletter**

To unsubscribe from our members' newsletter, please email: [editor@kenric-uk.club](mailto:editor@kenric-uk.club)

#### **KENRIC Meetup Group**

For more information regarding personal data collected by Meetup, please refer to the [Meetup Privacy Policy](#)  
To amend the notifications that you receive from Meetup, please follow the Meetup instructions

#### **KENRIC Facebook Group**

For more information about amending notifications from Facebook, please read the [Facebook instructions](#)

#### **Freedom of Information Act**

The Freedom of Information Act gives individuals the right to access recorded information held by public sector organisations, such as local authorities, government departments etc. KENRIC is not a public sector organisation and therefore exempt from supplying information under the Freedom of Information Act. However, we will always endeavour to respond to any reasonable requests for information from our members, subject to availability of resources and data protection regulations.

### **9. Lawful Processing**

We are required to have one or more lawful basis to process your personal information. Personal information is processed on the basis of one of the following:

- consent
- a contractual relationship
- a legal obligation
- legitimate interests

#### **Consent**

We will ask for your consent to use your information as set out elsewhere in this policy such as administer your membership of KENRIC and to send you communications like our members' newsletters.

#### **Contractual relationships**

Most of our interactions with members and website users are voluntary and not contractual. However, sometimes it will be necessary to process personal information so that we can enter contractual relationships with people. For example, if you purchase tickets to KENRIC events online.

#### **Legal obligations**

Sometimes we will be obliged to process your personal information due to legal obligations which are binding on us. We will only ever do so when strictly necessary.

#### **Legitimate interests**

Applicable law allows personal information to be collected and used if it is reasonably necessary for our legitimate activities (as long as its use is fair, balanced and does not unduly impact individuals' rights). We may rely on this ground to process your personal data when it is not practical or appropriate to ask for consent.

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## 10. Data Retention

We will retain your personal information for as long as you are a member of KENRIC or the KENRIC Meetup group. In general, unless still required in connection with the purpose(s) for which it was collected and/or is processed, we will remove your personal information from our records 3 months after your membership of KENRIC has ended.

However, if before that date

- your personal information is no longer required in connection with such purpose(s);
- we are no longer lawfully entitled to process it; or
- you validly exercise your right of erasure, we will remove it from our records at the relevant time.

In the event that you ask us to stop sending you communications, we will keep your name on our internal suppression list to ensure that you are not contacted again.

## 11. Automated Decision Making & Profiling

Very limited automated decision making is carried out as part of the online membership application process, based on your selections during that process.

## 12. KENRIC Archive

KENRIC maintains an archive of its affairs and activities, in accordance with Section 11 of the KENRIC Constitution. The KENRIC Archive is securely stored at the London Metropolitan Archive and it is not open to the public.

## 13. Photographs and Images

All photographs and images in the public area of the KENRIC website are of members who have given their permission for publication, speakers and performers at events or event advertisements. Please refer to [KENRIC's Social Media and Communications Policy](#) [pages 10 – 12] for further details.

## 14. Policy amendments

We keep this Privacy Policy under regular review and reserve the right to update from time-to-time by posting an updated version on our website, not least because of changes in applicable law. We recommend that you check this Privacy Policy occasionally to ensure you remain happy with it. We may also notify you of changes to our privacy policy by email or via the members' newsletter.

## 15. Third party websites

The KENRIC website contains links to other (third party) websites. This Privacy Policy does not cover third party websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

## 16. Contact

We are not required by law to have a "Data Protection Officer" but we have a volunteer Information Management Officer who is an elected member of the KENRIC Management Committee. If you have any questions about this privacy policy or our treatment of your personal data, please contact our Information Management Officer by:

- email to: [info@kenriclesbians.org.uk](mailto:info@kenriclesbians.org.uk);
- post to: **BM K, London WC1N 3XX.**

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## KENRIC Refund Policy

Tickets to KENRIC-organised and KENRIC-run events are non-refundable except in the following circumstances:

- an event is cancelled;
- an event is moved to another date and/or time; or
- there is a material change to the acts scheduled to appear at an event or to the venue (i.e. the event is 'significantly changed' as determined by the KENRIC Management Committee).

Any refund will be issued to the named ticket-holder and will be for the face value of the tickets purchased, excluding any booking fees.

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