

Writers' Craft Room utilizes the Circle.so platform, and as such, we use the guidelines created by that platform. If you have not read them, please read Circle's [Privacy Policy](#) and [Terms of Service](#) and Stripe's [Privacy Policy](#).

Participants are defined as members, guests, staff, contractors, exhibitors, and any other person or entity that accesses the private member community.

Additional Privacy and Copyright Policy

All content created by Jeni Chappelle is proprietary and not to be shared outside the group without explicit written permission.

Writers' Craft Room and Jeni Chappelle Editorial will never share any content from the Community without explicit written permission by the participant or author.

Author's works are copyrighted by law as soon as the author creates them, so regardless of how works might be shared, members retain all rights to their works. Participants agree to maintain the confidentiality of works, ideas, and personal information shared in Writers' Craft Room and any outside communications that result from membership, such as swapping feedback on pages.

Personal information Writers' Craft Room leadership can access through Circle is limited to what you provide in your profile, and through Stripe, it is limited to your name and email address. The payment process is handled through these companies.

Any personal data that you submit will be retained by Writers' Craft Room for as long as you use the services and systems provided on the website. All personal data is stored securely in accordance with the principles of the Data Protection Act 1998.

Any or all of the above data may be required by us from time to time in order to provide you with the best possible service and experience whilst using our website, specifically data may be used by us for the following:

- Internal record keeping.
- To help to improve our products and services.
- To transmit via e-mail details of our products and services which may be of interest to you.
- Contact for market research purposes, which can include e-mail, social media, or private messaging.

Code of Conduct

Don't promote, solicit, or spam. It's fine to celebrate wins and share relevant links, but we reserve the right, at our complete discretion, to remove any comments or statements that we or our systems identify as promotions, solicitations, or spam, without notification. If you're unsure if something is acceptable to share, contact Jeni before posting.

Keep discussions relevant and reasonable. This is a Community about writing, publishing, and related topics. We do not want participants to feel limited or constrained to any specific topics or ideas, but topics or ideas that have no apparent relation to writing, publishing, or our Community's stated goals will likely not be relevant. However, writing and publishing focuses on every aspect of the human experience, and the lived experiences of our members will always be relevant. It is not the responsibility of the participants experiencing discrimination to explain why comments or behavior are offensive. We expect members to self-educate and will recommend resources upon request.

Adhere to our Anti-Harassment Policy.

Read the policy in full below.

What happens if someone violates the code of conduct?

If we identify a violation, we may, at our discretion, opt to delete it without further comment and without notifying the participant. A first-time violation may receive a warning from us. A second-time violation may receive another warning. If more than two violations occur during a short period of time, such as within one month, we may take further action. Please note that first-time violations of our Anti-Harassment Policy may result in a permanent ban from the Community without refund. Read the full policy below.

If you believe someone has violated our Code of Conduct or if you have any questions, comments, or concerns about our Code of Conduct, please email Jeni at jeni@jenichappelleeditorial.com.

Anti-Harassment Policy

Statement of Policy

Writers' Craft Room and Jeni Chappelle Editorial is dedicated to providing a harassment-free experience for everyone in our spaces and at our events. We seek to provide a community environment in which diverse attendees may learn, network, and enjoy the company of colleagues in a professional atmosphere.

When in doubt, we follow the sentiment that impact is more important than intent.

Writers' Craft Room does not tolerate harassment of attendees or team members in any form. Use of sexual or discriminatory language and imagery is not appropriate in the community. Violators of this Anti-Harassment Policy may be sanctioned or expelled from the community at the discretion of the organizers.

Definition of Harassment

Harassment includes, but is not limited to, offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, national origin, religion, age, marital status, military status, or any other status protected by law; deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; and inappropriate physical contact. This may also include micro-aggressions and tone policing. Attendees asked to stop any harassing behavior are expected to comply immediately.

Scope of Policy

This Anti-Harassment Policy applies to all participants of Writers' Craft Room, including members, guests, staff, contractors, and exhibitors. All participants are expected to comply with this Anti-Harassment Policy in all contexts, including but not limited to: on the Circle platform, Writers' Craft Room website, live events on other platforms, social media, and outside communications that result from participation in the Community.

Reporting an Incident

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a community staff member immediately. Staff can be identified by the official staff badge, their name, and title. All complaints will be treated seriously and investigated promptly.

Writers' Craft Room staff will be happy to help attendees contact security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the membership. Additional information on reporting an incident at a specific event can be found below.

Disciplinary Action

All reports of harassment will be directed immediately to Writers' Craft Room leadership team who may consult with and engage other staff, leaders, and legal counsel as appropriate. Security and/or local law enforcement may be involved, as appropriate based on the specific circumstances. In response to a report of harassment, Writers' Craft Room leadership team or staff may take any action they deem appropriate. Such actions range from a verbal warning to ejection from the Community without a refund. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future discussions and/or events. First-time violations of our Anti-Harassment Policy may result in a permanent ban from the Community without refund.

Additional Terms

Writers' Craft Room reserves the right to alter the content of the services at any time without notice to the client due to certain factors, including, but not limited to the weather, staff, and any

physical fitness of the clients.

Any information on / about our services published by Writers' Craft Room for its literature, social media accounts, and web site is designed for illustrative purposes only.

If the client elects not to participate in any of the services being provided, Writers' Craft Room has no obligation to provide an alternative activity or service, and the client will not be entitled to a refund.

If Writers' Craft Room believes that a client's health and safety is at risk or a client has failed to disclose any relevant health information in accordance with our terms and conditions, Writers' Craft Room may at its absolute discretion make decisions affecting the client and where necessary may terminate the contract immediately.

The client must refrain from any illegal act or any conduct physical or verbal which may give offense or cause danger or damage to any person or property. If Story Threads or any of its team, consultants or agents become aware of any such action then Writers' Craft Room or any of its team, consultants or agents may at their absolute discretion have the client immediately removed from any hosting program/application or facility without refund or compensation. Writers' Craft Room will have no liability whatsoever to the client under such circumstances.

Writers' Craft Room may assign or sub contract to any third party the performance of any of its obligations under the contract without consent of the client. Writers' Craft Room and Jeni Chappelle Editorial may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to, payment handling, delivery of purchased items, search engine facilities, advertising, and marketing. Unless we are obliged or permitted by law to do so, and subject to clause, third party web sites and services your data will not be disclosed to third parties.

Writers' Craft Room reserves the right to change this policy as we deem necessary or as may be required by law. Reasonable efforts will be made to notify members of any changes, including but not limited to post in the Community, on the website, or sending an email to the email address on file. You are deemed to have accepted the terms of the policy on your first use of the website following the change/s.