

**THE SCHEDULE:** Attaching to and forming part of the policy bearing the number below and written upon policy form FA58 0117. Subject to the terms and conditions of the policy the insurance is for the period shown.

Agent Harold Wilson (Insurances) Ltd (Notts) Phone: 0115 942 0111 Wilson House UK 5463 1-3 Waverley Street Notingham NG7 4HG Policyholder Federation of Astronomical Societies 439270 3 Campion Gardens, Kirkby-in-Ashfield, Nottingham, NG17 8RQ Policy number Endorsement **CCP 2288718** Reason **Charity and Community Connect** Policy type Period of insurance from 0:01 Hrs 17/05/22 Premium £700.08 Midnight 31/03/23 to Insurance Premium Tax (IPT) £84.01 at 12.0% Total premium £784.09 AIMS OF THE INSURED: To be a body of societies united in their attempts to help each other find the best ways of working for their common cause of creating a fully successful astronomical society. CHARITABLE ACTIVITIES OF THE INSURED: a) The following activities which you have declared to us: astronomical groups, and societies. Events consist of members meetings, public events for educational purposes, seminars, and exhibitions. b) the following activities are automatically included: attendance at trade shows, exhibitions, conferences, meetings and seminars clean-ups and litter picks \* clerical and non-manual work collection and delivery work domestic work, including domestic gardening \* firework and/or bonfire events not exceeding an attendance of 100 persons at any one time

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### **ADDITIONAL RISK INFORMATION**

\* fundraising events, other than firework and/or bonfire events, not exceeding an attendance of 1,000 persons at any one time \* recreational activities

provided any activity above is not otherwise more specifically excluded in any section of this policy or by any endorsement forming part of this schedule or otherwise by us in writing.

PROFESSIONAL SERVICES: (Only applicable if Section 9 'Professional Indemnity' is operative): NOT OPERATIVE

TREATMENT RISKS (Public Liability) Only applicable if the TREATMENT RISKS endorsement is shown operative in the schedule and for the following treatments: NOT OPERATIVE



Policy number CCP 2288718 **SCHEDULE** Location: National Space Centre, Exploration Drive, Leicester, LE4 5NS Your No Claims Discount is 6 year(s) SECTION COVER **EXCESS** (Unless another amount is stated by endorsement or in the policy wording) **1 BUILDINGS** NOT OPERATIVE Sum Insured f0 Tenants improvements £0 2 CONTENTS NOT OPERATIVE Contents fO Electronic and computer equipment £0 Stock f0 **3 ALL RISKS** NOT OPERATIVE Sum Insured (as per enclosed specification) f0 NOT OPERATIVE 4 MONEY Limit during working hours fO Limit in transit f0 Limit in bank night safe £0 Limit in Safe £0 Personal Accident (Assault) **Capital Benefits** £0 Weekly Benefits for persons aged 16 to 75 years f0 **5 BUSINESS INTERRUPTION** NOT OPERATIVE A - Loss of Income (max. indemnity period 00 months) £0 B - Extra Expenses (max. indemnity period 00 months) f0 C - Gross Profit (max. indemnity period 00 months) £0 D - Rental Income (max. indemnity period 00 months) £0 6 BOOK DEBTS NOT OPERATIVE Sum Insured £0 **7 EMPLOYERS LIABILITY OPERATIVE Indemnity Limit** £10,000,000 8 PUBLIC & PRODUCTS LIABILITY £100 **OPERATIVE Indemnity Limit** £10,000,000 including Libel and Slander £100,000 **9 PROFESSIONAL INDEMNITY** NOT OPERATIVE Indemnity Limit £0 Retroactive date -**10 PROPERTY OWNERS LIABILITY** NOT OPERATIVE Indemnity Limit £0 **11 LOSS OF LICENCE** NOT OPERATIVE Sum Insured £0

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Policy number CCP 2288718	SCHEDULE
SECTION	EXCESS COVER (Unless another amount is stated by endorsement or in the policy wording)
12 PERSONAL ACCIDENT	NOT OPERATIVE
13 COMPUTER BREAKDOWN	NOT OPERATIVE
Computer equipment	£0
Data	£0
14 REFRIGERATED CONTENTS	NOT OPERATIVE
Limit any one Unit	£0
Total Sum Insured	£0
15 GOODS IN TRANSIT	NOT OPERATIVE
Own Vehicle Limit	£0
Limit any one package	£0
Limit any one consignment	£0
16 TRUSTEES & DIRECTORS INDEMNITY Indemnity Limit Retroactive date -	NOT OPERATIVE £0
17 FIDELITY GUARANTEE Indemnity Limit Retroactive date -	NOT OPERATIVE £0
18 PR CRISIS COMMUNICATION	NOT OPERATIVE
Sum Insured	£0
19 MOTOR POLICY COMPENSATION	NOT OPERATIVE
Limit any one driver/person	£0
20 LEGAL EXPENSES	OPERATIVE
Indemnity Limit	£250,000

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### Policy number CCP 2288718

### SCHEDULE

### Endorsements

- 062 Declarations
- 317 Policy Changes Sept 2020 (Infectious disease)
- 482 Policy Changes April 2018
- 549 Umbrella Organisations Exclusion

- 215 Activities
- 331 Cyber Exclusions & Data Protection extension limit
- 483 Policy Changes May 2018

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### Policy number CCP 2288718

### ENDORSEMENTS

#### 62 DECLARATIONS

Prior to each renewal date, *we* may require *you* to complete a declaration of changes to various factors on which *we* base *your* renewal terms. If changes have occurred, or if *you* fail to submit *your* declaration to *us*, *we* may consequently adjust *our* terms for the forthcoming renewal.

549 UMBRELLA ORGANISATIONS EXCLUSION Definition applicable to this endorsement only

#### affiliated member

any organisation constituted as a separate legal entity or individual, who is not an *employee*, closely connected to or overseen by *you*, whether or not operating in *your* name, but not under *your* direct control or supervision

The following General Exclusion is added to the policy:

This policy does not cover any *claim* or *claim made* for any *damage*, consequential loss, liability, cost or expense directly or indirectly arising from the activities of any *affiliated member* in connection with *your activities*.

### **ENDORSEMENTS**

#### **215 ACTIVITIES**

#### **1. EXCLUDED ACTIVITIES**

The following exclusions are added to WHAT IS NOT COVERED under section 8 (Public and Products Liability):

- a) Liability arising from any of the following activities:
  - i. abseiling
    - aerial activities of any kind
    - American football or Australian rules football
    - climbing requiring the use of hands as well as feet (other than children's playground equipment)
    - fire walking
    - firework and/or bonfire events organised or run by any professional supplier
    - glacier walking or trekking
    - Gaelic football
    - gorge walking and the like
    - gymnastics
  - ii. football where:

- horse, pony or donkey riding of any kind
- martial arts or fighting sports of any kind
- Olympic style weightlifting
- parkour or freerunning
- powerlifting •
- professional sport of any kind
- racing or time trials (other than on foot) •
- rugby
- tree climbing
- underground activities of any kind including but not limited to caving and potholing.
- your football team(s) is (are) participating in a league system (including official training and practice sessions) - you manage, control or organise a football league system.
- iii. water activities (other than swimming, snorkelling, surfing, windsurfing or the use of non-mechanically propelled watercraft not exceeding nine metres in length whilst operated on inland waterways only or within three miles of the coast provided they are not used in any white water activity).

b) Liability arising from any activity that involves the use of:

- airborne lanterns
- bicycles other than for normal road use
- cables or wires
- elastic ropes
- fireworks or explosive items (other than as specifically stated as • part of your Charitable Activities shown in the schedule)
- land, kite or fly boards of any kind •
- land, sand or ice yachts of any kind •
- motorised fairground rides •
- roller blades
- sandboards •

- segway vehicles
- skates
- skateboards and hover boards
- . skis
- sleds •
- snowboards
- • snow tubes of any kind
- toboggans
- water based play inflatables
- weaponry.
- c) Liability arising from any activity that involves the ownership, possession or use by you or on your behalf, or by any person entitled to cover under this section, of any:
  - motor car, van, lorry, motor unit of an articulated lorry, coach, bus, mini-bus, guad bike, go-kart, motorcycle, motor tricycle, motor scooter or moped
  - trailer used for carrying people (whether fare paying or not) for which compulsory motor insurance or security is not required.

d) Liability, other than liability relating to *products*, for any *mobility equipment* hired or loaned out by *you*.

#### 2. PROFESSIONAL SUPPLIERS CONTINGENCY EXTENSION

Section 8 (Public and Products Liability), subject to its terms, exceptions and conditions, extends to cover the following specified activities whilst under the overall control of any professional supplier subject to the special requirement for Insurance Checks for Professional Suppliers of Activities:

- abseiling
- aerial runways •
- air rifle shooting •
- archery .
- assault courses
- BMX riding
- clay pigeon shooting
- climbing wall
- climbing with ropes .
- dry slope skiing or boarding

- go-karting

- ice skating .

- paint-balling
- powerlifting
- roller blading
- roller skating
- rope courses
- skateboarding
- zip wires
- zorbing.

- gymnastics
- horse, pony or donkey riding
- inflatable play equipment
- javelin throwing
- land, kite or fly surfing or boarding
- land, sand or ice yachting
- motorised fairground rides
- Olympic style weightlifting



### ENDORSEMENTS

317 POLICY CHANGES SEPTEMBER 2020 (EXCLUSION OF INFECTIOUS OR COMMUNICABLE DISEASE) The following changes are made to this policy:

- 1. The policy definition of *specified disease* is deleted and of no further effect.
- 2. The following definition is added to this policy:

*infectious or communicable disease* any disease, pandemic or epidemic including but not limited to any:

- virus
- bacterium
- parasite
- other organism or infectious matter
- mutation or variation to any of the above
- whether:
- living or dead
- natural or artificial
- officially declared an epidemic or pandemic or not
- transmitted by any direct or indirect means (whether asymptomatic or not)
- 3. The following changes are made to section 5 (Business Interruption):
  - a) Removal of Specified diseases cover applicable to any section of the policy covering business interruption, loss of income, loss of revenue, consequential loss or rental income. Any extension that provides cover for specified diseases, murder, suicide, food poisoning, defective sanitation & vermin is deleted and replaced with the following:

#### WHAT IS COVERED

- 1 FOOD POISONING, DEFECTIVE SANITATION, VERMIN, MURDER OR SUICIDE
  - a) poisoning caused by food or drink provided at the premises
  - b) any accident causing defects in drains or other sanitary arrangements at the *premises*

which causes restrictions in the use of the *premises* on the order or advice of the competent local authority

- c) any discovery of pests or vermin at the *premises*
- d) murder, rape or suicide at the *premises*.

The most **we** will pay for any *claim* is 25% of the Business Interruption sum insured shown in the schedule or £250,000, whichever is less.

The *indemnity period* in respect of this extension only is re-defined as follows:

the period beginning with the date from which the restrictions on the **premises** are applied (or in the case of cover c) pests or vermin or d) murder, rape or suicide with the date of occurrence) and ending not later than 3 months thereafter during which the results of **your activities** are affected because of the occurrence.

WHAT IS NOT COVERED

- Costs incurred in the cleaning, repair, replacement, recall or checking of property.
- 2. Any occurrence that is not at the *premises*.
- 3. Any *claim* if *you* failed to comply with a special requirement and such failure caused, or increased the amount of, the loss, unless otherwise stated in the special requirement.

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### **ENDORSEMENTS**

317 POLICY CHANGES SEPTEMBER 2020 (EXCLUSION OF INFECTIOUS OR COMMUNICABLE DISEASE) The following changes are made to this policy:

Continued....

- 3. The following changes are made to section 5 (Business Interruption):
  - b) Amendment to Bomb scare or emergency action applicable to any section of the policy covering business interruption, loss of income, loss of revenue, consequential loss or rental income. Any extension that provides cover for Bomb scare or emergency action is deleted and replaced with the following:

#### WHAT IS COVERED

- 2 BOMB SCARE OR EMERGENCY ACTION
  - closure of the *premises* by a competent authority due to: a) bomb scare, or
  - b) an emergency that could endanger human life or neighbouring property.

The most we will pay is £2,500 for any claim.

For the purpose of cover 2.a) (bomb scare) general exclusion 5 Terrorism does not apply.

4. General exclusion of infectious or communicable disease The following general exclusion is added to this policy:

This policy does not cover:

INFECTIOUS OR COMMUNICABLE DISEASE

loss, damage, liability, cost, expense or any other sum of whatsoever nature directly or indirectly caused by, resulting from, arising out of or related to or contributed to by:

- a) any *infectious or communicable disease* including but not limited to:
  - i. the fear of a threat (whether actual or perceived) from an *infectious or communicable disease*

g) Trustees' and Directors' Indemnity

h) Directors and Officers Liability

- ii. contamination or fear of contamination (whether actual or perceived) of property by an infectious or communicable disease but this shall not exclude direct physical loss or physical damage to insured property at the premises occurring during the period of insurance resulting directly or indirectly from, or caused by, a peril otherwise insured by this policy
- b) any action taken or failure to take action to prevent, control or respond to any infectious or communicable disease.

#### Provided that:

- this exclusion applies regardless of any concurrent or contributory cause or event or occurrence in any sequence with any other cause or event
- in the event of any conflict between this exclusion and any other provision of this policy this exclusion shall always apply and take precedence over any such other provision
- where **we** apply this exclusion the burden of proving the contrary shall be upon **you**

i) Personal Accident

- this exclusion applies to all sections and extensions of this policy except those sections or extensions (where available and insured by this policy) noted below:
  - a) Employers' Liability
  - b) Public Liability
  - c) Medical Malpractice
  - d) Reputational Risks
  - j) Legal Expenses e) PR Crisis Communication
  - f) Professional Indemnity

# k) Terrorism.

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WHAT IS NOT COVERED Any:

a) closure of less than 4 hours duration

- b) premises in Northern Ireland
- c) closure of the *premises* by the competent local authority as a result of an occurrence of food poisoning, defective drains or other sanitary arrangements or pests or vermin.

### ENDORSEMENTS

331 CYBER EXCLUSIONS AND DATA PROTECTION EXTENSION LIMIT

1. The following definitions are added to this policy:

computer system	For the Public and Products Liability section, Employers' Liability section, Professional Indemnity section, Trustees' and Directors' Indemnity section and the Cyber Loss (Property) General Exclusion only this definition is as follows: any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back-up facility
cyber act	any unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of, or operation of any <b>computer system</b>
cyber incident	<ul> <li>a) any error or omission, or series of related errors or omissions involving access to, processing of, use of, or operation of any computer system, or</li> <li>b) any partial or total unavailability, or failure, or series of related partial or total unavailability or failures, to access, process, use or operate any computer system</li> </ul>
data	For the Public and Products Liability section, Employers' Liability section, Professional Indemnity section, Trustees' and Directors' Indemnity section and the Cyber Loss (Property) General Exclusion only this definition is as follows: information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a <b>computer system</b>
time element loss	business interruption, contingent business interruption or any other consequential losses

2. The policy General Exclusion for Electronic Risks is deleted and replaced by:

(Applicable to the whole policy unless we say otherwise)

This policy does not cover:

#### CYBER LOSS (PROPERTY)

- 1. Notwithstanding any provision to the contrary within this policy or any endorsement thereto, this policy excludes all loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with:
  - a) any unauthorised access to, or loss of, alteration of, or damage to, or a reduction in the functionality, availability or operation of a *computer system* or any unauthorised access to, or modification of, *data*.

Notwithstanding the provisions of this sub-paragraph 1. a) and subject to all other terms and conditions and exclusions contained in this policy, this policy will provide cover for physical loss of, or physical damage to, property insured under this policy (not including *data*) and any *time element loss* directly resulting therefrom where such physical loss, or physical damage, is directly occasioned by any of the following perils provided always that such perils are otherwise insured by this policy:

- i. Fire, lightning or explosion
- ii. Impact by aircraft or vehicle or animal or falling objects
- iii. Wind, storm, hail, tornado, cyclone, hurricane, earthquake, volcano, tsunami, flood, freeze or weight of snow
- iv. Escape of water or oil
- v. Riot or civil commotion
- vi. Subsidence, heave or landslip
- vii. Theft or loss of insured property caused by persons physically present at both the time and location of such theft or loss
- viii. Vandalism or malicious acts causing physical damage to insured property caused by persons physically present at both the time and location of such damage
- ix. Accidental damage to insured property caused by persons physically present at both the time and location of such damage
- b) any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any *data* including any amount pertaining to the value of such *data*

Notwithstanding the provisions of this sub-paragraph 1. b) in the event that hardware or the data storage device of a **computer system** insured under this policy sustains physical damage caused by a peril described in the proviso to paragraph 1. a) above which results in damage to, or loss of, **data** stored on that hardware or the data storage device, then the damage to, or loss of, such **data** shall be recoverable hereunder and the basis of valuation for the recovery of the damaged or lost **data** under this policy shall be limited to the cost of reproducing **data**, provided that such costs are otherwise indemnifiable under this policy.

Such costs shall include all reasonable and necessary expenses incurred in recreating, gathering and assembling such *data* but shall not include the value of the *data* whether to the *insured* or any other party even if such *data* cannot be recreated, gathered or assembled

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### **ENDORSEMENTS**

331 CYBER EXCLUSIONS AND DATA PROTECTION EXTENSION LIMIT

Continued

2. The policy General Exclusion for Electronic Risks is deleted and replaced by:

(Applicable to the whole policy unless we say otherwise)

This policy does not cover:

CYBER LOSS (PROPERTY)

1. Notwithstanding any provision to the contrary within this policy or any endorsement thereto, this policy excludes all loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with:

c) any:

b)

- i. unauthorised appropriation of **data**
- ii. unauthorised transmission of **data** to any Third Party
- iii. misrepresentation or use or mis-use of data
- iv. operator error in respect of **data**

d) any threat to carry out or perpetrate a hoax in respect of anything described in sub-paragraphs 1. a) - 1.c) above

e) any action taken, or failure to take action, to prevent, control, limit or respond to anything described in sub-paragraphs 1. a) - 1. d) above.

This exclusion applies to all sections and extensions of this policy except those sections or extensions (where available and insured by this policy) noted below:

- **Employers' Liability** a)
  - Public Liability
- c) Medical Malpractice
- Reputational Risks d)
- Professional Indemnity e)
- k) Cyber

Legal Expenses

h) Personal Accident

Terrorism

- f) Trustees' and Directors' Indemnity Directors' and Officers' Liability g)
- 3. The following cyber exclusion is added to WHAT IS NOT COVERED under each of sections 7 (Employers' Liability), 8 (Public and Products Liability) and 10 (Property Owners' Liability):

No indemnity will be provided in respect of any loss, damage, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with, any cyber act or cyber incident including but not limited to any action taken in controlling, preventing, suppressing or remediating any cyber act or cyber incident regardless of any other cause or event contributing concurrently or in any other sequence thereto.

This exclusion will not apply to legal liability to pay damages and **costs and expenses** resulting from:

i)

i)

- a) statutory liability under the Employers' Liability cover,
- b) liability caused by or arising out of a cyber act or a cyber incident that results in bodily injury to third parties or physical damage to third party material property
- c) liability arising under extension 6 Data Protection of section 8.

Any loss, damage, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with, any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any data including any amount pertaining to the value of such *data* is not covered and is not considered as physical loss or damage for the purposes of this exclusion.

4. Amended limit - Data Protection extension (Public and Products Liability)

Under extension 6 Data Protection of section 8, wherever shown in this policy or any other endorsement in the schedule, the most we will pay, is deleted and replaced by:

The most we will pay is:

- £1,000,000 for any claim, and for all claims in any one period of insurance, for damages and costs and expenses following civil cases against you for material and non-material damage
- £100,000 for any claim, and for all claims in any one period of insurance, for defence and prosecution costs awarded against you following criminal cases.

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- I) Equipment Breakdown m) Computer Equipment

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### ENDORSEMENTS

331 CYBER EXCLUSIONS AND DATA PROTECTION EXTENSION LIMIT

Continued....

5. The following changes are made to WHAT IS NOT COVERED under section 9 (Professional Indemnity):

- a) The following cyber exclusion is added:
  - We do not cover any liability under this section of the policy for, or directly or indirectly arising out of, or in any way connected with:
     any loss, damage, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with, any cyber act or cyber incident including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any cyber act or cyber incident regardless of any other cause or event contributing concurrently or in any other sequence thereto
  - ii. any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any *data* including any amount pertaining to the value of such *data*

Notwithstanding the above, no cover otherwise provided under this section for *claims made* arising from any negligent act, negligent error, negligent omission or negligent breach of duty committed in the conduct of *your activities* shall be restricted solely due to the use of a *computer system* or *data*.

- b) Exclusion 2. a) is deleted and replaced by:
  - 2. Liability directly or indirectly arising from:

a) any **bodily injury** to any person or **damage** to, or destruction of, or loss of, including loss of use of, any property, unless directly caused by any negligent act, negligent error, negligent omission or negligent breach of duty

6. The following cyber exclusion is added to WHAT IS NOT COVERED under section 16 (Trustees' and Directors' Indemnity):

No indemnity will be provided in respect of:

a) any loss, damage, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with, any *cyber act* or *cyber incident* including but not limited to any action taken in controlling, preventing, suppressing, or remediating any *cyber act* or *cyber incident* regardless of any other cause or event contributing concurrently or in any other sequence thereto

b) any loss of use, reduction in functionality, repair, replacement, restoration, or reproduction of any **data** including any amount pertaining to the value of such **data** 

However, this exclusion shall not apply to *claims made* which a *trustee or director* becomes legally liable to pay as damages and *costs and expenses* arising from any *wrongful act* involving access to, processing of, use of, or operation of, any *computer system* or *data*.



### ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

A. Under section 8 (Public and Products Liability), extension 6 for data protection is deleted and is replaced by the following:

### WHAT IS COVERED

6 DATA PROTECTION The following definition applies to this extension:

#### data protection legislation

the Data Protection Act 1998 or any subsequent legislation that specifically replaces this act

a) *We* will pay all amounts which *you* become legally liable to pay as:

- damages and costs and expenses following civil cases against you for material and non-material damage, and
- defence and prosecution costs awarded against *you* following criminal cases

resulting from any breach or alleged breach of *data protection legislation* happening during the *period of insurance* in connection with *your activities*.

event that any policy of insurance in force immediately prior to
xtension expressly provided cover for <b>data protection</b>
ation on the basis of an indemnity for claims made during the
d of insurance and in the event that a claim first made against
n the period of insurance in respect of <b>data protection</b>
ation then the indemnity provided by this extension is
ded to indemnify <b>you</b> .

The most we will pay for:

- any claim for damages and costs and expenses following civil cases against you is the indemnity limit shown in the schedule
- all *claims* in any one *period of insurance* for defence and prosecution costs awarded against *you* following criminal cases is £100,000.

WHAT IS NOT COVERED

- 1. Fines or penalties.
- 2. Punitive, exemplary, aggravated or multiplied damages.
- 3. Liquidated damages.
- 4. Costs of replacing, reinstating, rectifying, erasing, blocking or destroying any personal data.
- 5. Liability arising:
  - a) from or caused by a deliberate or intentional act or omission by **you**
  - b) out of circumstances which may give rise to a *claim* or prosecution which have been notified to or ought to have been notified to previous insurers or which were known to *you* at the inception of this extension.
- 6. Legal liability where indemnity is provided by any other insurance.

#### Any **claims**:

- a) not insured by this extension
- b) or notices that may give rise to a *claim*, advised to *us* later than twenty-eight days after *you* have received a claim or notice against *you*.

B. Under section 9 (Professional Indemnity) the following additional exclusion is added to WHAT IS NOT COVERED:

Liability directly or indirectly arising from any regulatory or disciplinary investigations or proceedings.

C. Under section 20 (Legal Expenses) the following exclusion is added to WHAT IS NOT COVERED:

All *insured incidents* do not cover any claims relating to the loss, alteration, corruption or distortion of, or damage to, stored personal data and claims relating to a reduction in the functionality, availability or operation of stored personal data resulting from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer programme that contains any malicious or damaging code, computer virus or similar mechanism

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### ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

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D. Under section 20 (Legal Expenses) the following changes are made effective from 25th May 2018:

i. All terms relating to Data protection and Information Commissioner registration shown within insured incident 2 (LEGAL DEFENCE) are deleted.

ii. Cover for Data Protection is replaced by the following:

#### WHAT IS COVERED 2 LEGAL DEFENCE

#### a) Costs and expenses:

iii. DATA PROTECTION

for defending the *insured person's* legal rights in respect of civil action taken against the *insured person* for compensation under data protection legislation when handling personal data in their capacity as a data controller and/or a data processor by:

- an individual We will also pay any compensation award up to the indemnity limit shown in the schedule in respect of such a claim
- a data controller and/or data processor which arises out of or relates to a claim made by an individual for compensation against that data controller and/or data processor *We* will not pay any compensation award in respect of such a claim.
- provided that:
- A. in respect of 1. above any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default or is payable under settlement approved in advance by **us**
- B. the *insured* requests that *DAS* provides cover for the *insured person*.

WHAT IS NOT COVERED

Any fines imposed by the Information Commissioner or any other regulatory and/or criminal body.



### ENDORSEMENTS

482 POLICY CHANGES APRIL 2018

The following changes are made to **your** policy:

A. The policy definition of *professional supplier* is deleted and replaced by:

professional supplier

- organises
- runs
- supervises

activities as a business, and provides such activities for **you** with or without a fee being charged

any third party individual, company or organisation, other than **you** or **your employees**, that:

B. Under the Special requirements for Public and Products Liability of section 8, special requirement 3 Protection policy for groups working with young people or vulnerable adults is deleted and replaced by:

You are required as a condition precedent to our liability:

- **3** SAFEGUARDING POLICY FOR CHILDREN OR VULNERABLE ADULTS
  - if **you** or any **employees** or any of **your professional suppliers** work unsupervised with children or vulnerable adults, or who have unsupervised access to children or vulnerable adults, to ensure that:
  - a) you, any employees or any of your professional suppliers comply with your safeguarding policy established for the protection of children and vulnerable adults, and
  - b) your written safeguarding policy is regularly reviewed (at least annually), and
  - c) all eligible persons working with children or vulnerable adults have undergone Disclosure and Barring Service (DBS) or equivalent checks at the level appropriate to their role prior to engagement in those duties, and
  - d) all persons working with children or vulnerable adults receive formal induction training and regular (at least annually) update training on safeguarding.

Date of issue 23/05/22



## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

Policy Number:

**CCP 2288718** 

1. Name of policyholder:

# Federation of Astronomical Societies

2. Date of commencement of insurance: **17th May 2022** 

3. Date of expiry of insurance: **31st March 2023** 

We hereby certify that subject to paragraph 2:-

- 1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
- 2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR INSURANCE** 

A business division of Ecclesiastical Insurance Office plc

Morte Aques.

Mark Hews Group Chief Executive Officer

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

### **IMPORTANT NOTICE TO POLICYHOLDERS**

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

Certificates of Insurance must clearly state the name of the policyholder and, where applicable, make reference to insured subsidiary companies.

As required by your policy terms, any change to the name of the policyholder or the formation, acquisition or divestment of subsidiary companies must be notified to Ansvar.

If you have any associated companies you will need to have separate cover.



### **Data Privacy Notice**

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office PLC is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by contacting us.

#### **Fraud Prevention**

We need to carry out fraud and anti-money laundering checks and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

#### **Further Information**

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ansvar.co.uk/privacypolicy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW or on **0345 6073274** or email compliance@ansvar.co.uk.

Ansvar Insurance, Ansvar House, 31 St Leonards Road, Eastbourne, East Sussex BN21 3UR

Phone: 0345 60 20 999 or 01323 737541 | Email: ansvar.insurance@ansvar.co.uk | Web: www.ansvar.co.uk Ansvar Insurance is a business division of Ecclesiastical Insurance Office plc (EIO) Reg No 24869. EIO is registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.



Proudly part of the Benefact Group – specialist financial services companies built to make a difference.



#### DAS DATA PROTECTION

In addition to any other data processing notice provided in relation to this policy, data under this policy will be processed by DAS Legal Expenses Insurance Company (DAS), who are committed to processing personal information fairly and transparently. This section is designed to provide a brief understanding of how DAS collect and use this information.

DAS may collect personal details, including name, address, date of birth, email address and, on occasion, dependent on the type of cover in place, sensitive information such as medical records. This is for the purpose of managing the products and services in place, and this may include underwriting, claims handling and providing legal advice. DAS will only obtain personal information either directly from you, the third party dealing with your claim or from the authorised partner who sold this policy.

#### WHO DAS ARE

DAS is part of DAS Legal Expenses Insurance Company Limited which is part of DAS UK Holdings Limited (DAS UK Group). The uses of personal data by DAS and members of the DAS UK Group are covered by their individual company registrations with the Information Commissioner's Office. DAS has a Data Protection Officer who can be contacted at dataprotection@das.co.uk.

#### HOW DAS WILL USE YOUR INFORMATION

DAS may need to send personal information to other parties, such as lawyers or other experts, the court, insurance intermediaries, insurance companies, appointed service providers, specialist agencies or members of the DAS UK Group, so they may contact you for your feedback. If the policy includes legal advice, DAS may have to send the information outside of the European Economic Area (EEA) in order to give legal advice on non-European Union law. Dependent on the type of cover in place, the personal information may also be sent outside the EEA so the service provider can administer their claim.

DAS will take all steps reasonably necessary to ensure that the personal data is treated securely and in accordance with this Privacy Notice. Any transfer outside of the EEA will be encrypted using SSL technology.

DAS will not disclose the personal data to any other person or organisation unless they are required to by their legal and regulatory obligations. For example, DAS may use and share the personal data with other organisations and public bodies, including the police and anti-fraud organisations, for the prevention and detection of crime, including fraud and financial sanctions. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by writing to, or telephoning DAS. A copy is also accessible and can be downloaded via DAS' website.

#### WHAT IS DAS' LEGAL BASIS FOR PROCESSING YOUR INFORMATION?

It is necessary for DAS to use personal information to perform their obligations in accordance with any contract that they may have with the person taking out this policy. It is also in their legitimate interest to use the personal information for the provision of services in relation to any contract that they may have with the person taking out this policy.

#### HOW LONG WILL YOUR INFORMATION BE HELD FOR?

DAS will retain personal data for 7 years. DAS will only retain and use personal data thereafter as necessary to comply with their legal obligations, resolve disputes, and enforce their agreements. If you no longer want DAS to use the personal data, please contact them at dataprotection@das.co.uk.

#### WHAT ARE YOUR RIGHTS?

The following rights are available in relation to the handling of personal data:

- the right to access personal data held
- the right to have inaccuracies corrected for personal data held
- the right to have personal data held erased
- the right to object to direct marketing being conducted based upon personal data held
- the right to restrict the processing for personal data held, including automated decision-making
- the right to data portability for personal data held

Any requests, questions or objections should be made in writing to the Data Protection Officer at: -DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol, BS1 6NH. Or via Email: dataprotection@das.co.uk

### HOW TO MAKE A COMPLAINT

If there is any dissatisfaction with the way in which personal data has been processed, the Data Protection Officer can be contacted in the first instance, using the contact details above.

If you remain dissatisfied the Information Commissioner's Office can be approached directly for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. www.ico.org.uk

#### Ansvar Insurance, Ansvar House,

Authority. Firm Reference Number 113848.

31 St Leonards Road, Eastbourne, East Sussex BN21 3UR

Phone: 0345 60 20 999 or 01323 737541 | Email: ansvar.insurance@ansvar.co.uk | Web: www.ansvar.co.uk Ansvar Insurance is a business division of Ecclesiastical Insurance Office plc (EIO) Reg No 24869. EIO is registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation



Proudly part of the Benefact Group – specialist financial services companies built to make a difference.

### **CHARITY AND COMMUNITY CONNECT STATEMENT OF FACTS**

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR Phone: 0345 60 20 999 or 01323 737541 Email: ansvar.insurance@ansvar.co.uk Website: www.ansvar.co.uk

Policy number: CCP 2288718

Effective from: 17/05/22

Client ('you/your'): Federation of Astronomical Societies

#### THE CONTRACT OF INSURANCE

- This Statement of Facts must be read in conjunction with the schedule and forms part of your contract of insurance with Ansvar Insurance (we/us/our).
- If the premium is to be paid by instalments, our application form must be fully completed and received by us within 14 days of cover being incepted/renewed, otherwise payment by instalments will not be accepted by us.
- You must make sure that the information provided to us for this policy is, and will continue to be, accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and retain the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing your policy.
- You must carefully check all policy documentation and certificates. If there are any inaccuracies then you must tell your insurance advisor or us immediately.
- Any policy issued will be governed by the law of England unless your legally registered address is located in Scotland in which case the law of Scotland will apply. If there is any dispute as to which law applies it shall be English law.
- We will communicate with you in English at all times.
- Your insurance advisor will be regarded as your agent acting on your behalf, and not on behalf of us, in respect of any information that has been provided by them.
- Our policy cover is underwritten by Ecclesiastical Insurance Office plc. The Legal Expenses cover is dealt with by DAS Legal Expenses Insurance Company Limited.

Date of issue: 23/05/22



Policy number: CCP 2288718

Effective from: 17/05/22

Client ('you/your'): Federation of Astronomical Societies

Please check that the following details we have for you are correct.

If any information is missing or incorrect then please advise your insurance advisor or us and we will issue a revised statement of facts and if applicable update any terms.

#### ORGANISATION DETAILS

1) Your:

- a) organisation is a Not-for-profit company/organisation
- b) Charity registration number is
- 2) Year your organisation was established: 1974
- 3) You have declared to us your organisation's:
  - a) income as **£11,983**
  - b) wage roll as **£0**
  - c) volunteer pool as 12
  - d) active volunteers as 12
- 4) You confirm that you do not have any assets, employees or representation outside of England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man requiring cover under this policy.
- 5) You confirm that you comply with all statutory regulations, including those related to health and safety, product safety and environmental issues.
- 6) You confirm that there has been no change in your activities or legal structure in the last 12 months or have any planned changes in the next 12 months.
- 7) You confirm that you or any director, partner, trustee or committee member, either as private individuals or in connection with any business or organisation, have not been:
  - a) convicted of a criminal offence (any convictions spent under the Rehabilitation of Offenders Act 1974 can be ignored), other than motoring offences
  - b) the subject of any unsatisfied County Court Judgement, Sheriff Court Decree, bankruptcy, insolvency or voluntary agreement, or been disqualified from holding a company directorship
  - c) the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission, Revenue & Customs or any other regulatory body
  - d) the subject of any adverse publicity in the last three years, or anticipate being the subject of any adverse publicity in the next twelve months.
- 8) You confirm that you:
  - a) have not had any insurance contract cancelled or declared void, or renewal refused, or any special conditions imposed, due to:
    - i) breach of a policy condition
    - ii) non-disclosure or misrepresentation of a material fact
    - iii) claims or losses
    - iv) non-compliance with risk improvement requirements
  - b) are not aware of any circumstances that might give rise to a claim
  - c) have not had any claim(s) or loss(es) or incurred any liability, for any of the risks to be insured, within the last three years other than those stated under the relevant 'Risk location'.
- 9) Your previous insurance details:
  - a) Insurer: Royal & Sun Alliance
  - b) Policy number: **NOT KNOWN**
  - c) Expiry date: 31/03/17
- 10) You confirm that each of the premises to be insured, the buildings and outbuildings are of 'standard construction' i.e. built of brick/stone/concrete and roofed with slates/tiles/metal/concrete (we include within 'standard construction' flat felt roof area(s) not exceeding 20% of the total roof area). Any non-standard construction for buildings will be noted as '*Non-standard*' under the relevant 'Risk Location' and any further details will be shown under 'DETAILS OF ANY AMENDMENTS TO THE ABOVE STATEMENT OF FACTS DECLARED TO US'.

### **CHARITY AND COMMUNITY CONNECT STATEMENT OF FACTS**

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR Phone: 0345 60 20 999 or 01323 737541 Email: ansvar.insurance@ansvar.co.uk Website: www.ansvar.co.uk

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Effective from: 17/05/22

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#### **COVER DETAILS**

#### The following statements numbered 11 to 21 inclusive are only applicable if the appropriate section of cover is shown as operative on your schedule

- 11) For property cover, you confirm that the buildings and outbuildings (including contents therein) at each premises to be insured are:
  - a) kept in a good state of repair and are not undergoing alterations, renovations or repair beyond that of normal upkeep and maintenance work
  - b) occupied and used in accordance with your charitable activities and there are not any unoccupied, in whole or part, buildings
  - c) not in an area where flooding has occurred
  - d) not sited on a flood plain or within 400 metres of any body of water e.g. river, lake, stream or other watercourse
  - e) not located on sites that have any unusual features e.g. a bridge, railway line, river, lake, mine, quarry, gravel pit, well or cliff.
- 12) For subsidence cover, you confirm that each of the premises to be insured:
  - a) are free from any signs (e.g. cracking) of:
    - i) subsidence (downward movement of the ground beneath the buildings other than by settlement)
    - ii) heave (upward movement of the ground beneath the buildings as a result of the soil expanding)
    - iii) landslip (downward movement of sloping ground)
    - iv) settlement (downward movement as a result of the soil being compressed by the weight of the buildings within 10 years of construction)
  - b) has not had underpinning or remedial action of any type in connection with subsidence, heave, landslip or coastal or river erosion.
- 13) For contents cover you confirm that you meet our minimum standard of physical security or any additional specific protections agreed, at each premises to be insured, and that you will maintain those protections at all times in efficient working order, and keep them in effective operation.
- 14) For liability cover, you confirm that:
  - a) all your charitable and recreational activities (including fund-raising events) have been disclosed to us and specified in the policy wording and schedule or by endorsement or otherwise agreed by us in writing
  - b) those treatments or professional services you require cover for have been disclosed to us and specified in the schedule
  - c) you always ensure that established codes of practice and safety are complied with for such activities or work
  - d) none of your activities involve any work on ships, offshore installations or at oil or gas refineries, chemical works or airports
  - e) any professional supplier working for you must have in force their own liability insurance which provides cover for their activities
  - f) any manual work undertaken away from your premises or any work abroad (other than clerical work while on a temporary visit abroad) has been disclosed to us and specified in the policy and/or by endorsement or otherwise agreed by us in writing.
- 15) For liability cover, you confirm that allegations of abuse have never been made against you or any of your employees, volunteers or professional suppliers whilst working for you or acting on your behalf.
- 16) Where you or any of your employees, volunteers or professional suppliers work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults, you confirm that you have:
  - a) prepared and implemented a written safeguarding policy that is regularly reviewed (at least annually), and
  - b) a designated safeguarding officer or named person(s) responsible for safeguarding, and
  - c) implemented safe recruitment procedures for your employees, volunteers and professional suppliers, and
  - d) provided suitable safeguarding training and information for all of your employees and volunteers, and
  - e) suitable arrangements in place for incident reporting and investigation, and
  - f) undertaken Disclosure and Barring Service (DBS) or equivalent checks at the appropriate level of all eligible persons working with children or vulnerable adults, and
  - g) retained securely or will retain securely:
    - i) a copy of your safeguarding policy and any revisions of it, and
    - ii) evidence that training has been given and received by all relevant persons, and
    - iii) employment and engagement applications, references, identity verifications, DBS checks or equivalent reference numbers, and
    - iv) records of any abuse allegations, incidents, notifications and any action taken.

#### We have agreed to your safety measures as declared to us.

- 17) For products liability cover, you confirm that:
  - a) you have not or do not sell or supply
    - i) products incorporated into any aircraft, spacecraft, watercraft or mechanically propelled vehicles
    - ii) products incorporated into any gas, chemical, petrochemical or power generation plant
    - iii) medical, surgical, dental, pharmaceutical or therapeutic products
    - iv) or export products to the United States of America or Canada.
  - b) any manufacture, processing, servicing, repairing, testing or assembly of components or complete articles have been disclosed to us and specified in the policy and/or by endorsement or otherwise agreed by us in writing
  - c) records of all products supplied (including their instructions for use and warnings) and details of the quality control system used are retained by you.

### **CHARITY AND COMMUNITY CONNECT STATEMENT OF FACTS**

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- 18) For professional indemnity and/or libel and slander (defamation) cover, you confirm that there has not been any incident that may give rise to threatened actions or lawsuits in respect of any of your publications, statements or broadcasts.
- 19) For fidelity guarantee cover, you confirm that you comply with our special requirements for 'best practice'.
- 20) For loss of licence cover (premises licence with a designated premises supervisor or a Club Qualifying Certificate), you confirm that there has not been any review of the premises licence resulting from a police closure order or representation by any interested party.
- 21) For trustees' and directors' indemnity cover, you confirm that:
  - a) your governing documents do not prohibit the purchase of trustees' and directors' indemnity insurance
  - b) your most recent annual financial report and accounts were independently examined or audited, where required by any regulatory body governing your organisation, and were not qualified in any way
  - c) your most recent annual accounts had a positive net worth (that is total assets exceed total liabilities)
  - d) you are able to pay the organisation's debts as they fall due

#### DETAILS OF ANY AMENDMENTS TO THE ABOVE STATEMENT OF FACTS DECLARED TO US

Point 12 on Statement of Facts You have confirmed that above will be adhered to if applicable

Risk Location: National Space Centre, Exploration Drive, Leicester, LE4 5NS Construction: Date built: Intruder alarm type: No Alarm Signalling: No Alarm Stock description: None Claims details: None