



Community Events *Toolkit*

Hosting a community event can feel overwhelming, with lots to plan and consider. We've created this toolkit to guide you through each step to make sure your event runs smoothly, everyone is kept safe, and has fun. Inside you'll find guidance on planning, promotion, fundraising, recruiting volunteers and more, with handy templates which you can print out or adapt to suit your needs.



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The templates provided within this toolkit can be edited in Adobe Acrobat to suit your needs, or can provide the basis for you to create your own documents.

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need



Planning your event

- **Start with the aim of your event** – is it to promote your community group or garden to new audiences, share skills, or boost volunteer numbers?
- **What will your event do for you and for the participants?** Make a list of the benefits. This could also help you with future promotions and fundraising applications, as well as providing a hook for co-design and consultation.
- **How much will the event cost?** You might need to create a budget and plan in a contingency for unexpected expenses, but you might be able to ask for donations of materials where needed.
- **Get a team together** to plan, set-up and run the event. Depending on the event you're running, the number of people you need will vary. Give people roles to divide up work, making the process easier for all. If you need to recruit volunteers, we've put together a [section of guidance](#) in this toolkit.
- **Check the legalities.** You'll need to complete a risk assessment and ensure you have the necessary insurance. See [pages 5-16](#) for more information. You'll also need to make sure you have permission from the land or building owner if it's not you.
- **Does your event need plants**, and do you need to allow time to grow these? Harvesting or seed collecting events will also need to be planned in advance.
- **Think about how you'll [promote](#) or advertise** to your chosen group of people. Do you have a budget for creating additional promotional materials or marketing?
- **Gather all the equipment you need** for the event, such as tools, pots, compost, seeds, plants, gloves, paper, hand-outs, planters, pre-made products or recycled items such as milk bottles or toilet rolls. You can also ask that your audience bring along any materials to help out.
- **Consider refreshments.** Provide tea and coffee or make food to share. This could be making food from your own crops or inviting people to bring a sample of their own produce or tasty treats – you'll need to consider risks and requirements around food hygiene and allergies, more information on this can be found in the [Risk Assessment section](#).
- **If possible, ask people to sign-up** to attend. This would give you rough numbers of who will come along, so you can prepare equipment food and plants. It also helps people firm the date in their mind.

Fundraising

If you have a great idea for an event or activity, but don't have the cash to make it happen, you might be able to approach external funders for help.

Things to consider

There is a lot of funding available out there but your group will only be eligible to apply for some of it depending on factors such as your geographical location, the type of group you are, how you are run, or even the timing of your work.

You may need to give evidence to funders such as what policies you have in place, your group's structure, income and bank account.

Ahead of applying for funding, think about the purpose of your group and the activities you're hoping to fund – what are your aims, and how will you achieve this? Do you have a target audience and what are their needs? How will you engage them with your work?

Knowing where to look for funding can be tricky. This is a small sample of what is out there. Always check their specific criteria, open dates and requirements before applying:

Large national funders

- [The National Lottery Community Fund](#)
- [Comic Relief](#)
- [People's Postcode Lottery Trust](#)

Local funders

- [Find your local council](#)
- [Local Community Foundation](#)
- Research your local housing association

Gardening, growing and environmental specific

- [National Garden Scheme](#)
- [Kew Grow Wild](#)
- [The National Allotments Gardens Trust](#) (NAGT)
- [Groundwork](#)
- [National Lottery Climate Action Fund](#)

You can find more information and guidance on fundraising for your activities on our 'Fundraising for your community garden' page [here](#). You can also contact your local Community and Voluntary Services (CVS) or equivalent for information on local funding, and support in applying.

Insurance

If you're putting on a public event, you or your group will need to have public liability insurance to protect yourselves against the risk of public injuries and unforeseen issues. All community gardening groups, including Britain in Bloom and It's Your Neighbourhood groups, are eligible for insurance through the RHS. Insurance cover is supplied by [NFU Mutual](#).

Applications and enquiries are managed by our supplier AON/Sports Insure. To apply for insurance at any time of year, enquire about levels of cover, read FAQs or change your contact details for insurance purposes please visit their dedicated [RHS Insurance Portal](#).



Completing a *risk assessment*

Carrying out a risk assessment is vital to ensure any events or activities you run take place safely and that all risks and hazards are minimised. Our template on the next page will take you through the suggested stages of carrying out a risk assessment, and the questions you'll need to ask yourself.

If you're preparing food to be shared at your event, there are additional risks to assess around food hygiene, health and safety and allergies. The sample risk assessment on pages 15-16 outlines precautions to be taken when working with food.



Completing a gardening risk assessment

Carrying out a risk assessment is vital to ensure any events or activities you run take place safely and that all risks and hazards are minimised. This document will take you through the suggested stages of carrying out a risk assessment.

	What to do	How to do it
1.	Identify hazards	Look at things that can cause injury or damage, thinking about activity, location and surroundings. You will need to visit the venue/site to carry out a risk assessment
2.	Identify all those who may be affected by the hazards	Think about the people around, not just your volunteers, who could be injured or affected by the activity
3.	Estimate the current level of risk and the precautions that are already in place	Using the matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?
4.	Decide if any new precautions are needed	List actions required to reduce risk and decide if you want to go ahead with the activity or event. This will also help you identify what appropriate clothing or footwear volunteers should bring/wear
5.	Record your finding, agree actions and a timetable for actions	Make sure everyone knows what they are going to do and by when. Make sure it is done and record it.

Level of Risk		Severity		
		Slight harm Superficial injuries, minor cuts and bruises.	Harmful Minor fractures, ill health leading to minor disability. Medical treatment likely to be required.	Extremely harmful Multiple injuries, major fractures, fatalities.
Likelihood	Very Unlikely (Only in exceptional circumstances)	Low	Low	Low
	Unlikely (Rarely happens)	Low	Low	Medium
	Likely (Often happens)	Low	Medium	High
	Very likely (Nearly always happens)	Medium	High	High

Completing your assessment

Run through this list to help you think about what you may need to consider when completing your risk assessment:

- **Venue** – capacity, welfare facilities, access, toilets
- **Emergencies** – fire, first aid, someone going missing
- **Manual Handling** – setting up, breakdown and delivery of the event/activity
- **Slips and trips** – around the venue and associated area
- **Food and drink** – provision of refreshments
- **Allergies and poisoning** – handling of plant materials, soils or other substances e.g. plant food
- **Working near water** – will this be a hazard?
- **Electrical equipment** – use of laptops/tablets or electrical gardening equipment and power tools

Other things to consider, particularly if gardening off-site such as in a community garden or space

- Do you have a first aider available on site? Do you have a first aid kit nearby?
- Do you have permission for your activity? Do you have a list of key contacts for the event/activity? E.g. a key point of contact for the venue or the others who will be running the event/activity
- Do you have a process in place if someone goes missing from the event/activity?
- If relevant, do you have appropriate insurance cover for the event/activity to go ahead?
- If using a venue, are you aware of the evacuation procedures and the process for raising an alarm in an emergency? Do you know the process for locking up/cleaning the venue after use?

Document your assessment

Take a look at the example on the following pages. Please note this is an example not for use- it's important to think about your own event and the particular hazards and risks relevant.

It is recommended risk assessments are completed regularly and an updated version of the document is on file should it be needed.

Document your assessment

Use the template on the next few pages to document your risk assessment. Delete anything that isn't relevant to your setting or activity and add in any other risks or hazards you've identified.

Gardening Risk Assessment template

Title and brief description of planned event/activity						
Location						
Date of event / workshop						
All personnel involved						
Other groups at risk: Yes or No	Volunteers	The public	Visitors	Contractors	School groups	Students

Risks / hazards What could cause harm or damage?	Precautions What are you already doing to reduce the risk and are there any further controls necessary to reduce the risk to a reasonable level?	Risk level (low, medium, high)	Precaution in place? (Y / N)
Working in the garden or other outside space Potential hazards: ingestion of plants, stings, falling branches, drowning in water, traffic	<ul style="list-style-type: none"> • Check the site regularly, looking out for possible trip hazards, falling branches, open water etc. • Ensure participants are aware of what is required of them and the standards of behaviour expected • Ensure participants are advised of what to do in the event of an emergency or injury • Ensure participants are advised of any potential risks e.g. sloping surfaces, slips, trips, hazardous plants and insects, open water, dangers of equipment in the vicinity • Ensure participants are advised not to pick plants or eat plants on the site • Mark off / tape off with hazard tape the area if near traffic or roads 		

	<ul style="list-style-type: none"> • Ensure participants are supervised at all times and no one is left unattended, particularly if working outside of the school/usual group site • Ensure teachers/leaders/adults are aware of any allergies / health conditions/ learning disabilities etc. if they may affect safety. e.g. a child not being able to understand safety instructions or with an allergy to bees • Ensure participants have adequate foot protection, i.e. no open toed shoes 		
<p>Slips, trips and falls</p> <p>Potential hazards: scrapes, serious bruises, cuts, lacerations, broken bones.</p>	<ul style="list-style-type: none"> • Ensure shoes and clothes are appropriate for the weather and for working outdoors • Check the garden / work site for trip/slip hazards, dangerous debris etc. before and after sessions • Highlight to the groups of any possible trip hazards such as hosepipes or steps. Consider signage or bright tape to mark out hazards clearly • Gardening tasks are always carried out in a tidy manner so that the creation of trip hazards is avoided • Tools are stored tidily and away from walkways when not in use. Create a 'tool stop' or make participants aware of the boundary to ensure tools aren't taken out of bounds or away from the garden • Tasks are adapted or abandoned if weather conditions result in very slippery conditions 		
<p>Lifting, pushing and pulling</p> <p>Potential hazards: back injury, muscular or skeletal injury, strains and sprains.</p>	<ul style="list-style-type: none"> • Demonstrate correct lifting techniques to participants (back straight, knees bent) and ask if anyone has any back or muscular problems • Do not overfill wheelbarrows • Do not lift heavy objects, such as bags of compost, without help • Use a wheelbarrow or trolley to transport materials 		
<p>Use of tools</p> <p>Potential hazards: cuts, lacerations, injured fingers/limbs, electrocution.</p>	<p>All tools:</p> <ul style="list-style-type: none"> • Ensure participants have correct equipment on before using tools – participants should wear gloves when using hand tools and suitable footwear (boots) when using digging tools • Participants taught to use tools safely and correctly • Ensure adult supervision when working with tools • Participants should work a safe distance away from each other to prevent damage to themselves and others around them • Participants will only be given tools appropriate for their ability and the task 		

	<ul style="list-style-type: none"> • A safety visor or glasses to be worn when there is a risk of tools or debris contacting with the eyes e.g. using power tools • Tools are regularly maintained and damaged tools taken out of service • Keep a first aid kit nearby <p>Power tools:</p> <ul style="list-style-type: none"> • Only use the tools in dry weather and only by those who know how to use them • Safety check for power tools e.g. checking cables are intact (no frayed areas) or batteries are charged up • Tools are regularly maintained and damaged tools taken out of service • No power supplies to be placed or power tools to be used near water, in poor or wet weather • Trailing leads to be kept out of walkways, to be clearly identified with hazard tape if crossing paths 		
<p>Soil and manures</p> <p>Potential hazards: tetanus, diseases, sickness, skin irritation, soil in eyes, flies, vermin</p>	<ul style="list-style-type: none"> • Check site before work and remove any animal mess while wearing gloves • Gloves to be worn when working with soil • Cover any cuts or abrasions with plasters, sleeves etc. • Instruct young people on using tools correctly to avoid soil being flicked up • Avoid digging or using loose soil in windy conditions • Do not use fresh animal manure. Only use well-rotted manure purchased from a garden centre or DIY store <p>Homemade compost:</p> <ul style="list-style-type: none"> • Ensure brown and green waste are placed in the correct compost heap or bin • Do not allow material that is in the process of composting to become dry and mouldy – fungal spores can be hazardous if inhaled. Keep compost damp but ensure it isn't so wet it splashes when used • Avoid adding too much fruit and vegetable waste which can attract flies. Avoid adding any other food waste • If vermin is a problem, consider buying a sealed compost bin • Manure from small plant-eating animals, such as guinea pigs or rabbits, can be added to homemade compost and used in the garden 		
<p>Seeds, bulbs and plants</p>	<ul style="list-style-type: none"> • Check packaging or information of new plants or bulbs 		

<p>Potential hazards: digestion, inhalation, skin irritation, sickness</p>	<ul style="list-style-type: none"> • Audit the grounds or site to identify any toxic plants and inform anyone working in the garden • Wear gloves when handling seeds and bulbs • Explain dangers of eating or consuming seeds and bulbs • Wash hands before and after handling • Use hand tools where appropriate • Be aware of any allergies or hayfever • Supervise vulnerable children at all times or anyone who may be more inclined to try eating the seeds, bulbs or plants • Do not plant anything that could be toxic or poisonous (e.g. daffodils) alongside edible plants 		
<p>Insect bites and stings</p> <p>Potential hazards: bees stings causing anaphylactic shock, bad reactions / infections caused by Horse fly bites</p>	<ul style="list-style-type: none"> • Identify anyone with allergies and plan work accordingly • Inspect site for any sign of wasp or bee nests • Identify areas/vegetation which might harbour biting insects and work with caution • In very warm dry summers, participants need to be especially made aware of horse flies and their potential dangers; bites can become infected and can even cause sepsis • Check body for ticks after working in high risk areas, bracken/long grass • First aiders and first aid kit present onsite 		
<p>Chemicals</p> <p>Potential hazards: inhalation, skin or eye contact</p>	<ul style="list-style-type: none"> • Never use chemicals when children are present • Adopt an environmentally sensitive approach to the garden and consider avoiding all chemicals • If chemicals such as weed killers need to be used, ensure they are only used by an adults, following the instructions carefully • Keep any other chemicals such as plant feed out of reach of small children and only allow older children to use if they have been taught to use them properly and safely 		
<p>Trees</p> <p>Potential hazards: falling branches</p>	<ul style="list-style-type: none"> • Gardening directly under trees should be avoided <p>If unavoidable, trees should be assessed for safety by a competent or suitable person</p>		

<p>Fallen leaves</p> <p>Potential hazards: risk of piercing wounds</p>	<ul style="list-style-type: none"> • If leaves are to be collected for making leaf mould or for clearing away, check the area in advance to make sure there are no hazardous objects such as syringes, broken glass or other sharp items buried in the leaves • Wear gloves when collecting leaves or use leaf grabbers • Use a rake to collect leaves into smaller piles before picking up 		
<p>Plant supports</p> <p>Potential hazards: damage to the eye</p>	<ul style="list-style-type: none"> • If needed, keep plant supports, such as garden canes, as tall as possible so they are above eye height • All plant supports should have a cane topper covering the pointy top. You can buy plastic bottle tops or make your own from plastic bottles or clay • Point out the potential risk to participants 		
<p>Water butts and hoses</p> <p>Potential hazards: slips, trips, water-borne bacteria, Legionella</p>	<ul style="list-style-type: none"> • Water butts should be child-proof and secured on a stable surface with locked lids • When using water from the water butt, all participants should wash their hands afterwards • Show children how to water carefully and correctly to avoid spilling water onto pathways, clothing etc. • Do not use water that has been stored in stagnant storage tanks that could be full of debris, rust or algae, or at temperatures of between 20-45°C 		
<p>Weather</p> <p>Potential hazards: sun stroke, sun burn, slips, illness from cold</p>	<ul style="list-style-type: none"> • Ensure clothing is appropriate for the weather • In strong sun, ensure everyone is protected from the full glare of the sun. Use hats, sun cream etc. but also ensure there is shade and water available • In cold weather, ensure participants are wearing appropriate layers, warm socks, gloves etc. Ensure they do not stand around, keep them busy and moving around to stay warm • In wet weather, ensure showerproof coats and wellies are worn to help stay dry. In the event of heavy rain or storms, plan for an indoor activity 		
<p>Vehicle Movement- risk of collision people vs vehicle</p>	<ul style="list-style-type: none"> • Use stewards to control pedestrian and vehicle movement • Provide clear instructions and site plans sent to attendees/participants • Ensure monitoring by stewards or event management team • Provided access to parking area • Children (under 16s) to remain within defined event area at all times • When off main site, children must have adult supervision 		

	<ul style="list-style-type: none"> All personnel to wear hi-vis vests during periods where vehicle movement is permitted 		
Supervision	<ul style="list-style-type: none"> If school children are involved, teachers and parents are advised that they are responsible for safety and behaviour of their pupils at all times. 		
Photography or videography at a public event	<ul style="list-style-type: none"> Display clear signage at your workshop or event to tell people that a photography and filming will take place Be clear and specific about where photographs and filmed content will be used and who they will be shared with- e.g local press, your group Facebook page; they will be shared with sponsors of the event for their publicity. Include a contact no or email for people to get in touch regarding the photographs so people can request to see them or have them deleted if requested 		
Photography or videography at a workshop- individuals have been invited/ signed up	<ul style="list-style-type: none"> Display signage as per above Provide a consent form so that individuals can agree or disagree to documentation of the workshop Provide a version for under 18s- this will need to be signed by their parent or guardian If you're working with a school or college ensure that you share these forms ahead of the event, e.g. 2 weeks prior. 		

Date of Assessment:	Completed By:
Review Date: <i>It is a good idea to ensure you keep your risk assessment up to date and review it periodically for all your event and activities before they take place again.</i>	Reviewed By:

Food Preparation Risk Assessment

School/group:

Assessment completed by:

Date of completion:

Risks / hazards	Precautions	Risk level (low, medium, high)	Precaution in place? (Y / N)
Harvesting vegetables	<ul style="list-style-type: none">• Wash hands before and after• Wear gloves• Be aware of any allergies to plants or soil• Tools checked for their condition to avoid breakages• Young children to be supervised and tools should be age appropriate• Tools counted in and out and stored away safely when not in use• Ensure adequate space around anyone using tools to avoid injury• Harvested produce to be stored in containers and put in a safe place to avoid trip hazards while working	L	
Food handling, preparation and storing	<ul style="list-style-type: none">• Wash hands regularly• Provide gloves for anyone with skin irritations e.g. eczema• Be aware of any food allergies• All food handling and prep to be supervised by an adult if young people are involved• Store food appropriately once cooked	L	
Slips and trips	<ul style="list-style-type: none">• Keep cooking areas clean and tidy• Have suitable cleaning materials available e.g. cloths, mop, tea towels• Any spills to be cleaned up immediately• Tidy away trip hazards such as wires or mark out clearly• Ensure lighting is sufficient• First aid kit available• Participants to wear sensible shoes	L	

<p>Contact with heat e.g. oven, hob, camping stove, hot liquids</p>	<ul style="list-style-type: none"> • Only handled by adults or older children (under supervision) that have been briefed or trained • Oven gloves, aprons, tea towels and cloths available • Cold water source available in case of a burn • Participants to wear long sleeves, covered legs and sensible shoes 	<p>M</p>	
<p>Sharp kitchen utensils e.g. knives, tin openers</p>	<ul style="list-style-type: none"> • Only handled by adults or older children (under supervision) that have been briefed or trained • Any sharp utensils stored safely when not in use • First aid kit available 	<p>M</p>	

Recruiting *volunteers*

You might need to ask for help from others to make sure your event runs smoothly. There are certain things to consider if recruiting volunteers, so we've outlined a few key steps below:

Where can I find volunteers?

There are so many ways to recruit volunteers -- you could use social media, websites, local radio, posters, leaflets in local shops or adverts in your newspaper and community newsletter. The local council, youth groups, schools, businesses, local volunteer centres and community groups, such as The Rotary Club, are also places that could spread the word and help you find local people to get involved. Make sure you include information such as the date, time, activity and the skills that are needed.

Role Description

You could create role descriptions for the sort of help you're looking for. These can be short and simple, but cover what you'd need from someone if they'd like to get involved. If you're asking volunteers to apply, have a think about the application process. Will you ask them to complete a short form about why they want to volunteer and the skills they have? We've created a template volunteer enquiry form on the next page, covering some basic questions.

You may want to have an informal meeting with them before offering them a role to make sure they're the right person and understand what the role is about. You can use our template volunteer role description on page 19 to help.

Training

It would be great to think about any inductions or training volunteers might need before the event. This might be showing them gardening practices, where equipment is kept or how to operate it. This is your opportunity to share your group's knowledge, passion and skills with those in your local community.

Volunteer Enquiry Form – Event Volunteers for Big Seed Sow

Full name:

Email:

Phone:

Are you over 18 years old?

Yes

No

Are you available on [insert date] to help with our Big Seed Sow?

Yes

No

I am available to help in the:

Morning (9-12)

Afternoon (12-3)

All day

I would like to help with (please select all that apply):

Talking to visitors e.g. providing directions, information point

Setting up and looking after garden activities

Serving tea and coffee to visitors

Helping keep the area tidy

I'm happy to help wherever needed

Why would you like to help out? You are welcome to list any relevant skills or interests.

Please let us know about any additional support needs or comments you may have

By sharing my contact details I am aware I will be contacted about the event being run by [insert your group name here] and my data will be stored and processed in compliance with the General Data Protection Regulation.

Event Volunteers – Big Seed Sow

Opening statement – who are you looking for and why

We are looking for enthusiastic people to support our fantastic team at our upcoming community gardening event for RHS Big Seed Sow on *[insert date]*.

Short description of event, the opportunity and skills/requirements needed by volunteers (if any)

The Big Seed Sow will be a day of community activity encouraging visitors to learn, share and sow seeds. There will be activities for visitors to enjoy, including garden tours, seed swaps and seed sowing. You will have the opportunity to be part of a team of local people supporting with different activities to help make the day a success. No experience is necessary, just a friendly face and a willingness to help out.

Outline what the role will involve

The volunteer role involves

- Being a welcoming and friendly face to visitors
- Helping our team set up and look after activities
- Answering questions or pointing visitors towards someone who can help
- Supporting our team as needed e.g. handing out leaflets, managing entry points

Outline how the event will operate – what, when, where, who

How the event will be organised

- The event will take place on *[insert date]* from *[start time]* to *[end time]*. Volunteers will need to arrive early and help with clear up afterwards
- It will be held at *[insert location]*. You will need to be able to make your own way there
- There will be a mixture of stalls, activities and competitions
- We are expecting around 100 visitors

Explain what you need from someone – keep these simple to attract a range of people

What we would like from you

- To be available to help on *[insert date]* between the hours of *[time]* and *[time]*
- To be happy to support our team with different activities
- To enjoy talking to people – languages other than English can be a great help!
- To follow any instructions put in place for the safety and wellbeing of yourself and others
- To wear comfortable clothes and closed shoes on the day

Explain what benefit someone will get from giving up their time to help

What you can expect from us

- To provide a safe and fun volunteering opportunity through which you can support your local community
- To clearly explain your role on the day and answer any questions
- To help you meet other people in your community and contribute to a fun day out
- To learn more about our community gardening group and what we do

Explain how someone can express interest

What should you do if you are interested in helping out

Please complete our Volunteer Enquiry form and send it to *[insert email address]*.

You can also phone us for a chat on *[insert number]*.

Closing date for applications: *[insert date and time]*

Data *protection*

The UK Data Protection Act 2018 maps out how everyone should collect, store and work with personal data. Our GDPR guidance on the following pages includes information and support about data protection, and the [Information Commissioner's Office \(ICO\) website](#) contains a wealth of information.

If you haven't already, you might want to set up an email address for your group so that you can use it on leaflets or adverts, enabling volunteers to contact you. Managing the incoming emails can then be a shared role but because of data protection, you'll need to make sure that only those who should have access to the account can use it, and the password is changed regularly.



Community Groups and UK GDPR – Useful Information and FAQs

Please note this information is for guidance only, please refer to the [Information Commissioners Office Website](#) for further advice and information.

The UK General Data Protection Regulation, known as the UK GDPR, places accountability and responsibility on those who collect and process personal data - data Controllers and data Processors (see Appendix 1 for definitions) and gives individuals more control over how their data is collected, stored, used and how they're contacted.

This means organisations who collect and process personal data must comply with the UK GDPR.

This document outlines how the UK GDPR impacts upon the data you collect, store and process in the running of your Britain in Bloom, It's Your Neighbourhood or community gardening group.

The UK GDPR has six key Data Protection Principles (see Appendix 1) which must be followed by all organisations when processing personal data. The regulation also has an additional principle on Accountability- which requires Data Controllers (anyone who collects, stores or processes data) to demonstrate compliance with the 6 principles.

Lawful Processing of Data

Everyone must have a lawful basis to collect, store and process personal data (please see Appendix 1 for the six lawful basis for processing under UK GDPR). It is likely that Bloom or IYN groups will rely on **Legitimate Interests or Consent**.

If you are relying on **Legitimate Interests** you should demonstrate compliance through the use of a **Legitimate Interests Assessment (LIA)**. This is a three-part test to assess whether you can rely on Legitimate Interests where you need to consider the following:

- Identify a legitimate interest;
- Show that the processing is necessary to achieve it; and
- Balance it against the individual's interests, rights and freedoms.

More information about LIA is on is available on the website of the [Information Commissioners Office](#) and a template to use for your LIA can be downloaded from the website [here](#).

You will likely need to rely on '**consent**' in order to-

- send marketing information to your volunteers;
- to share your volunteers' details with other third party organisations (any sharing with third parties must be specified in the privacy notice); or
- when you wish to take photographs of individuals.

The **consent** given must be freely given, specific, informed and unambiguous with a clear action for the person agreeing to the proposed processing. Where you are relying on consent, you must keep a record of the consent so that people wishing to withdraw their consent can easily do so.

If you collect consent for photography then you will need to retain a copy of that consent in a secure way.

Collecting volunteers' personal data and providing a Privacy Notice

You should ensure you collect the minimum data you need for the purposes of people volunteering with your group and keeping them informed. You should also only use the data for the purpose it is collected for.

When collecting contact details for those who are interested in volunteering you must ensure that you inform them (via a written Privacy Notice) about:

- who you (the group) are
- the personal data you are collecting
- your purpose for collecting it
- the lawful basis you are relying on under UK GDPR
- what it will be used for
- who you will be sharing it with (e.g. RHS, other third parties)
- how long you will be storing it for
- who they can contact if they wish to exercise their rights under data protection.

A privacy statement should be provided on the signup sheet that you use to collect the volunteer data at an event/activity you should at the top include a statement such as: *By sharing my contact details with the RHS (Vincent Square in Bloom.) I am aware I will be contacted about future activities and events being run by Vincent Square in Bloom (RHS) which may include taking part in Vincent Square in Bloom (RHS) fundraising events and my data will be stored and processed in compliance with the General Data Protection Regulation. For further information please refer to our Privacy Notice.*

A template Privacy Notice is available at the end of this document.

Keeping personal data secure

Personal data must be kept secure and protected from any unauthorised access/use, accidental loss, damage or destruction. For example, you should regularly change passwords for any email account you use for the purposes of your group.

The Information Commissioners Office (ICO) recommends that electronic held data is protected by use of encryption when storing and transferring it. Encryption protects information stored on computers, other portable devices and in transit from being hacked, stolen or compromised. There are a number of different encryption options available; such as fully encrypted laptops and computers, encrypted portable hard drives and encrypted USBs or other portable devices. If you have paper copies, they should be kept in a lockable cabinet in a secure location and shredded if disposed of. For more information please refer to the [ICO's IT Security Guidance](#).

You should limit access to the data you hold to only those who need it and you should never disclose or share personal or confidential data to any third party organisations or any person who is not authorised to access or process the information.

Communicating with volunteers

When sending out communications you should ensure that all email addresses are blind carbon-copied so email addresses of others are not visible to the recipients. You should also give the volunteers the opportunity to opt-out or unsubscribe from receiving future emails.

Taking and using photos

Images in which people can be identified are a form of personal data and are therefore covered under legislation. If you are taking photos you should always make people aware of this and provide them with an option to opt out. You can rely on legitimate Interest where photography or filming are taking place at a big event attended by large crowds within a public area where it would be impractical and disproportionate to obtain consent such as at a Britain in Bloom awards or a large volunteer gathering. In such cases, you must have clear signage displayed at the entrance and other points at the event about the photography/filming with summarised purposes of use, you should also include who people can contact/speak to if they do not want to be photographed/filmed. At smaller events, if possible you should try to obtain written consent from the individuals before you photograph or film them.

If you are taking photos of or filming those under the age of 16 you will need to get written consent from the parent or guardian holding parental responsibility for the child. Those aged 16 and over are able to provide their own consent.

The photo permission form should include the person's name, basic contact details, a description of the photo/event and outline in which types of media the photos may be used. These permissions need to be kept, either in a secure place or scanned in and ideally kept on an encrypted computer.

An example statement you could use on your form would be: *I am happy for these photographs/video to be used in any [insert name of group/Region/Nation] publicity, publications and communications including websites, all forms of media including social media, and press releases.* Where possible it is also a good idea to have opt-in tick boxes for each type of usage.

You should also ensure you store all photos securely, ideally on an encrypted computer or encrypted external hard drive.

Where can I find out more information about UK GDPR?

The Office of the [Information Commissioner website](#) contains information about UK GDPR.

Appendix 1

UK GDPR- Data Protection Principles

Article 5 of UK GDPR - Sets out the six key principles at the heart of the general data protection regime:

1. Lawfulness, fairness and transparency

Transparency: Tell the individual what data processing will be done. Fair: What is processed must match up with how it has been described. Lawful: Processing must meet the processing conditions set out in UK GDPR.

2. Purpose limitations

Personal Data must only be obtained for “specified, explicit and legitimate purposes. Data can only be used for a specific processing purpose that the individual has been made aware of.

3. Data minimisation

Personal data collected on a data subject should be “adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.”

4. Accuracy

Personal data must be “accurate and where necessary kept up to date.”

5. Storage limitations (Retention)

Personal data is “kept in a form which permits identification of individuals for no longer than necessary”. Data which is no longer required should be removed.

6. Integrity and confidentiality (Information Security)

Personal data MUST be handled “in a manner [ensuring] appropriate security of the personal data including protection against unlawful processing or accidental loss, destruction or damage.”

There is also an additional principle of Accountability, this requires Data Controllers to demonstrate compliance with the six data protection principles.

Article 13 – Sets out what information must be provided in the **Privacy Notice** where personal data are collected from the data subject:

- Details of who is collecting the data.
- How the data will be processed and the legal basis for processing.
- Confirming who the data will be shared with, e.g. from a Britain in Bloom Region/Nation to the RHS.

Lawful basis of processing under UK GDPR

Article 6 of UK GDPR- Sets out the lawful basis for processing:

1. **Consent**- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
2. **Contract**- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

3. **Legal Obligation-** processing is necessary for compliance with a legal obligation to which the controller is subject;
4. **Vital Interests-** processing is necessary in order to protect the vital interests of the data subject or of another natural person;
5. **Public Task-** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
6. **Legitimate Interests-** processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Appendix 2-

TEMPLATE Community Group Privacy Notice

In this notice, whenever you see the words “we”, “us”, “our” it refers to [insert name of group]

The privacy and security of your personal information is extremely important to us. [insert name of group], collects, processes and use your personal information strictly in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

This privacy notice explains what personal information we collect about you and how it is used.

Who we are

[Insert name of group and details if incorporated or registered as a charity]

What personal information do we collect about you?

The personal information that we collect about you is used to help us manage and run [insert name of group].

We will only collect the information about you that we need.

Personal information that we collect includes

- full name
- postal address
- email address
- telephone number

When and how do we collect personal information about you?

We collect information about you when you register with us using our application form/online registration process/other [amend as applicable].

How will we use the personal information about you?

We will use the information you provide to send you information about [insert name of group] and information about what you will send to them].

Who we share your personal information with

We do not share your information or sell your information to any other organisations. [Please edit/amend/add to as relevant].

How we store your information

[Insert here how you store and process the data you collect. E.g. on an encrypted computer, database, on a password protected spreadsheet etc. and how long you will keep their data for]

Right of access

You have the right to request a copy of the personal information that we hold about you at any time. If you would like a copy of some or all of your personal information, please email [insert email address] or write to us at [insert address].

You also have the right to request the data we receive from you is:

- updated
- deleted if you no longer wish to be part of the competition
- restricted to certain processing.

Changes to our Privacy Notice

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements.

How to contact us

If you have any questions about our Privacy Notice or about the information that we hold about you please contact us [\[insert contact details\]](#).

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>

This Privacy Notice was last updated on [\[insert date\]](#).

Safeguarding

Safeguarding is the process of making sure that groups and organisations work together to protect health, wellbeing and human rights, and prevent risks or harm coming to those they work with.

The steps you'll need to take will vary, depending on who you're working with and how you do that work (e.g. whether anyone will need to complete a Disclosure and Barring Service (DBS) check in England, or the equivalent in Scotland and Northern Ireland). You should make sure that those you work with know about the risks and how to keep people safe; ensuring that people are suitable to do the work, supervised appropriately, provided with the right training, know how to spot concerns and when to refer or report them.

The [Charity Commission website](#) has useful guidance for everyone, including those who aren't charities as does the organisation [SAFE CIC](#). In Scotland you can also contact [Volunteer Scotland](#) and in Northern Ireland [Volunteer Now](#).



Promoting your event

Raising awareness of your activities can:

- Increase local participation and volunteer engagement
- Celebrate your work and publicly thank your volunteers
- Raise awareness and educate the public on particular issues
- Inspire more people to benefit from growing and connecting with nature
- Promote community growing as a great tool to bring people together, improve the places where people live, help wildlife and the environment

There are plenty of ways you can promote your group and your event, such as:

- Coverage in the media, such as the local newspaper, radio station or other printed and online publications
- Social media posts, such as Instagram, Facebook and Twitter
- Sharing your event on event platforms, such as Eventbrite
- Posters and leaflets -- download our Big Seed Sow posters to let everyone know you're getting involved

Writing and sending a press release

A press release is essentially a statement from an organisation that provides news to the media. You should make sure that it includes key information about who you are, what you do and your activity, and it's great to include a quote or testimonial from yourself, a volunteer or sponsor. If you have any images to illustrate your activity, you can attach it in your email to the editor.

Always include the date from which media can run the press release at the top. For example: *For Immediate Release on Wednesday 1st March.*

Include your contact details in the "Notes to Editors" section at the end of the release, should the journalist have any follow up queries.

Photography *consent*

Taking photographs is a great way to document, celebrate and share your event. However it's important to consider the fact that images in which people can be identified are a form of personal data and are therefore covered under legislation. If you are taking photos you should always make people aware of this and provide them with an option to opt out.

You can find more detailed information on photo consent in our [GDPR guidance](#). If you are hosting a busy event with large numbers of people, it might be impractical to ask for consent from everyone attending – in this case, you must display clear signage at the entrance and various points about the photography and/or filming, with a summary of purposes of use. You should also include who people can speak to if they do not want to be photographed/filmed. We've created a sample sign for you to adapt on the next page.

At smaller events, you should try to obtain written consent from the individuals before you photograph or film them.

Those aged 16 and over can provide their own consent, but if you are taking photos of or filming those under the age of 16 you will need to get written consent from their parent or guardian.

The photo permission form should include the person's name, basic contact details, a description of the photos that might be taken, and outline in which types of media the photos may be used. These permissions need to be kept, either in a secure place or scanned in and ideally kept on an encrypted computer. Where possible it is also a good idea to have opt-in tick boxes for each type of usage.

An example statement you could use on your form would be: *I am happy for these photographs/video to be used in any [insert name of group] publicity, publications and communications including websites, all forms of media including social media, and press releases. We've created a sample photo consent form which you can adapt on page 32.*

Filming/Photography Privacy Notice

Please be aware that filming and photography by or on behalf of [the RHS] takes place at this Event. The photos and videos will be used for [RHS] promotional purposes and will be shared with other organisations for this purpose.

By entering the Event you acknowledge that you have been informed about the photography and filming.

**For our privacy policy and your rights visit:
[\[www.rhs.org.uk/privacy\]](http://www.rhs.org.uk/privacy)**

Model Release form for RHS Editorial Use- Photography, video, audio, quote, property and case study consent form **(Non-commercial use only)**

Thank you for agreeing to assist RHS by sharing details of your experience. These will be used for purposes to illustrate and provide case studies, news and story in connection with your photos, videos, audio recordings taken or quote and to inspire the next generation of horticulturalists. It will not be used for commercial purposes.

This consent form is necessary for RHS to ensure that you understand the purpose of your involvement and that you agree to the conditions of your participation. Please read and then sign this form to certify that you approve the following:

Full Name(s) of subject:.....

Name of parent/legal guardian (if subject is 16 or under):.....

Telephone:

Email:

Property Information (if using property)

Description of property:

Address:

Property Ownership Information (check one box as applicable)

Individual Owner Company or charity

Authorised Representative of Company or Charity

Individual owner name:

Name of company or charity (if applicable):.....

Title/Position (if applicable):

By signing this consent form, I hereby agree to RHS using my/my child's:

(Please tick yes or no)

	Photographs, videos or audio recordings:	Yes	No
1	Photographs, videos or audio recordings taken/provided, including all reproductions, extracts and adaptations in its printed or digital- publications, mailings, articles, blogs, podcasts, and other digital media activities including the RHS website, and other RHS social media posts. (both currently known and any future media), or in mailings for educational and awareness for the purpose of telling the news, story or case study connected to your photographs, videos or audio recordings and the supply of such photographs, videos or audio recordings to trusted third parties that we work with for the same purposes as above (including your child's school or the community group(s) they engage with). We'll never sell your images, videos and audio recordings or quotes.		
	Quotation:		
2	Words quoted directly (or excerpts of such quotes) and give permission to use my name and information provided including any special categories of personal data (as defined under Data Protection Act 2018) such as racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health etc. (subject to allowing you to review and gaining your further explicit written consent) in its printed or digital publications, mailings, articles, blogs, podcasts, and other digital media activities including the RHS website, and other RHS social media posts. (Direct quotations will not be edited without the gaining your further consent).		
	Property:		

3	Any visual content created by the RHS that depicts the Property in any media, including all reproductions, extracts and adaptations in its publications, advertising or other media activities including, print and digital media, including the Internet and other media (both currently known and any future media), or in mailings for educational and awareness for the purpose of promoting its charitable and commercial interests and the supply of such photographs or videos to third parties that we work with to promote the charitable and commercial interests of the RHS.		
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Waiver

By signing this consent form, I hereby agree to waive any right to:

(Please tick yes or no)

1. Inspect or approve the photographs or finished versions incorporating the photographs, videos, quotes or case study
2. Any interest in any copyright of the images, video, quote or case study
3. Any payment or fees whatsoever for the use of the photographs, videos, quotes or case study.

Data protection

By submitting this form, I agree to the RHS using my personal data in accordance with this consent form.

We will retain and use the photographs or recordings for a period of 10 years (or for 5 years for Children). The consent will automatically expire after this time. We will not re-use any of the photographs or recordings after 10 years without additional consent.

We will not publish other personal information or full names relating to the Child without explicit consent of the parent of the legal guardian. The RHS is committed to protecting your privacy and we will never sell your personal data (including images, videos or quotes) to any third party. The content will strictly be used in accordance with the Data Protection Act 2018 and the RHS Privacy Policy.

Consent can be withdrawn at any time by contacting [.....]@rhs.org.uk.

For more information on how we use personal data and your rights, please read the Privacy Policy - www.rhs.org.uk/Privacy or contact the RHS Data Protection Officer - dataprotectionoffice@rhs.org.uk.

Consent of adult OR parent/legal guardian:

I hereby consent for the RHS to use the photographs, videos audio recordings and quotation for the purposes above.

Signature: _____

Date: _____

This agreement is governed by UK Law and shall take effect from the date of signing.

1 'RHS' refers to The Royal Horticultural Society and its trading subsidiaries RHS Enterprises Limited and RHS Special Events Ltd.

To be completed by RHS staff or commissioned Photographer/Producer

Name & location of shoot	
Date of shoot	
Photographer/Producer	
Brief description of model (Colour of jumper, jacket, hair, etc.)	

You can find more information on community gardening and getting involved on our [Community gardening](#) pages online.

 @rhsgrassroots
 @rhsschoolgardening
@rhscommunitygardening
 @RHSSchools @RHSBloom

