

# How to take photos

We love receiving photos from our volunteers and seeing what you've all been up to and they are incredibly important as it helps to evidence impact to our funders, but to comply with the General Data Protection Regulations 2018 and our organisational safeguarding policies we need to be careful when taking photos of identifiable people. Please follow the guidelines below, and always send your photos to your coordinator. Don't worry, they will check them for compliance if you are unsure.

## PHOTOGRAPHS ANYONE CAN TAKE:



**THE EVENT STAND PHOTO:** A simple photograph of your stand once it's set up is acceptable, but make sure you do not accidentally have someone's face at the side of your stand or in the background.

**THE HANDS ACTIVITY PHOTO:** Close up shots of hands doing an activity like planting or playing a game are fine as they do not identify individuals.



**THE SIGN PHOTO:** A photograph of the sign or entrance of the school, library or community centre where you are volunteering is not a problem as long as you avoid any identifiable people.

**THE BACKS OF HEADS PHOTO:** A photograph of a group reading a board, playing a game or doing an activity is fine as long as there are no identifiable features at all, even the side of the face.



As the UK's leading organic growing charity we encourage and inspire people to grow the organic and sustainable way, working together to protect our natural heritage. Find out more at [www.gardenorganic.org.uk](http://www.gardenorganic.org.uk)

## PHOTOGRAPHS ANYONE CAN TAKE (CONTINUED):

**THE SELFIE PHOTO:** A volunteer can take a 'selfie' of themselves volunteering or ask someone else to take a photo of them on their stand or giving a talk to a class **as long as it is using their own phone**. The same rule about everyone else in the picture not being identifiable still applies.



## PHOTOS ONLY A GARDEN ORGANIC MEMBER OF STAFF CAN TAKE:



**THE VOLUNTEER PHOTO:** A Garden Organic member of staff can take a photograph of volunteers using their Garden Organic registered phone, as long as the volunteers have signed a Garden Organic Photo Permission form and there are no other identifiable people in the background.

### THE BACKS OF HEADS PHOTO WITH AN IDENTIFIABLE

**VOLUNTEER:** A Garden Organic member of staff can take a photograph of volunteers giving a talk using their Garden Organic registered phone, as long as the volunteers have signed a Garden Organic Photo Permission form and there are no other identifiable children or adults in the photograph.



**THE IDENTIFIABLE PEOPLE PHOTO:** A Garden Organic member of staff can take a photograph of members of the public with their Garden Organic registered phone as long as they have signed this form F:\Staff General\Garden Organic Policies & Privacy Notices & TOR's\Photo permission form 2019.docx

***Can you please check your smartphones, cameras, tablets, laptops and PCs and remove any photos of unauthorised identifiable people from the device itself, but also from any associated online store (by 'online store,' we mean any cloud-based online storage or photo backing-up service that is an option on many modern phones, tablets and even computers). If in any doubt, please get in touch with your coordinator.***

**Thank you for all your hard work and we look forward to receiving your photos!**

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