

Keeping things safe and legal

Your fundraising should be a fun experience but it is important that you make sure you keep it legal and make sure everyone is safe. Here are some useful hints and tips but if you would like any help or advice, just shout.

Permissions

Please ensure you have the relevant permissions to host your fundraising activity, from the local council or the owner of the location. If you're planning a collection in a public place as part of your activity, you'll need a license or permit from your local authority (or the Metropolitan Police for collections in London). For collections on private land such as a supermarket you need to get permission from the land owner.

Data Protection

Make sure any electronic or paper records you keep about people involved in a fundraising event comply with current Data Protection rules. Don't keep information about people any longer than you need to, and don't share information or data about someone without their permission. View our privacy policy by visiting spinal-research.org/privacy.

Lotteries and raffles

Whether you're planning a small raffle at an event, or selling tickets for a raffle in the run-up to your fundraising activity, there are important rules to consider. Get in touch to tell us about your raffle so we can share the information you need to keep it safe and legal.

Insurance and First Aid

When you organise a fundraising event, you're responsible for making sure it poses no risk to others and make sure any necessary health and safety issues are covered. That's why we'd recommend you take out public liability cover for events such as a sponsored walks or sports event if your venue doesn't already have it. Unfortunately, our policy doesn't cover you. If you are hosting a large event for the general public you may need to provide first aid provision.

The government has produced a useful guide to hosting a voluntary event. Take a look [here](#) to download this useful resource.