# LIFECYCLE OF AN IMAGE



# BEFORE COLLECTING

Consider why you're collecting images.

Tell young people and their parents you're taking images.

Obtain and record consent.

Remind people to be mindful when posting their own images of the event online.

## COLLECTING IMAGES

Focus on activity rather than young people.

Highlight positives.

Consider what is in the background.

Try not to capture young people who haven't consented.

#### KEEPING IMAGES SECURE

Transfer images from your device to a secure location as soon as possible.

Restrict access to the folder containing images.

Delete images from device, including personal devices.

## USING AND SHARING

Only use/share images for the purposes consented to.

Review all images before you use or share them. Do you have consent? Do they positively reflect the young person and the activity?

Implement measures to protect images from unauthorised use or disclosure by others.

Be careful if using AI tools to enhance/edit images.

## KEEPING AND DELETING

Review stored images regularly and delete those you no longer need.

Ensure you delete images permanently.

Document your review and any actions taken.

