



# Management of Photographs (Digital Assets) Checklist for Schools

*Photographs can contain Personal Data and so management of them is important, legal and complicated ... but our simple checklist helps you to gain a snapshot of where you are now and what you need to consider next.*

## 1. Storage

- Are all photographs stored in secure, encrypted storage systems, compliant with UK GDPR?
- Are encryption and data protection measures in place for data in transit and at rest?
- Is access to storage systems restricted to authorised personnel only?

## 2. Purpose and Use

- Are there policies and mechanisms to ensure photographs are used solely for the specified purposes?
- Is explicit consent obtained from parents/guardians/young people/staff for the use of their personal data in photographs?
- Is it easy for individuals to change or withdraw their consent?

## 3. Retention

- Are regular reviews conducted to ensure compliance with the retention policy?
- Is there a mechanism to track the age of stored photographs and flag those due for deletion?
- Are photographs deleted or anonymised after the retention period expires?

## 4. Locating Specific Items

- Are photographs catalogued and indexed for easy search and retrieval?
- Is there a process in place to quickly locate photographs containing Personal Data to fulfill Subject Access Requests (SARs)?



*It is essential that you don't use images in ways for which you don't have legal rights. Ecne's auto-anonymisation of images is in line with live-time consents, ensuring you can use images with peace of mind.*



*Photographs containing Personal Data should be included in any SARs. Identifying photographs that contain PD and tagging them allows for quick usage in SARs etc. but also regular review.*

# Management of Photographs (Digital Assets) Checklist for Schools

## 5. Derivative Materials

- Is the use of photographs in derivative materials documented and justified with proper authorisation?
- Is there a system to track all derivative materials containing photographs?
- Are obsolete or unnecessary derivative materials securely disposed of?

## 6. Auditing

- Are regular audits of digital assets (photographs) conducted to ensure compliance with data protection policies and regulations?
- Does each photograph have a full audit history of all processing activities?

## 7. Security and Privacy

- Are robust access controls in place to prevent unauthorised access to photographs?
- Do you have restricted access for staff that do not require access to image data assets?
- Are staff trained regularly on data protection principles and the importance of securing personal data?

## 8. Regulatory Compliance

- Is there a designated data protection officer (DPO) or equivalent responsible for overseeing data management practices?
- Are regular compliance checks conducted to ensure adherence to relevant data protection regulations (e.g., GDPR)?
- Are policies and procedures updated to reflect changes in regulations?



*Photograph digital asset mapping is crucial for enhancing organisation, ensuring compliance and improving data compliance, thereby maximising visual data value and security. Ecne creates a full digital asset map of your images.*



*It is very important that user rights are regularly reviewed in line with access control policies and adjusted according to their role's needs.*