

## Images of People

### Acceptable Use



- Ensure that permissions have been given and permission form has been signed before taking pictures of adults or children.
- Download images from camera/memory card/mobile device to the Northern Grid secure shared area and store in a clearly labelled folder. This must be done within seven days.
- Delete original images on camera prior to camera being taken off site.
- Prior to using images in other media (eg email, online, paper based and other collateral) ensure permission given covers intended use.
- Equipment must not be available for further use until images have been transferred/deleted.