

MANAGING CONSENT-SENSITIVE IMAGES & VIDEOS

1. IS CONSENT CONNECTED TO THE CONTENT?

- ☐ We can quickly confirm whether consent has been obtained.
- ☐ Consent records are linked to the relevant images or videos.
- ☐ We record usage conditions, restrictions and review dates.
- ☐ We can update content if consent changes or is withdrawn.

2. DO STAFF KNOW WHAT THEY CAN USE?

- ☐ Staff can tell whether content is approved before using it.
- ☐ Restrictions for web, social, print and media use are clear.
- ☐ Approval status does not rely on filenames or memory.
- ☐ There is a clear process for content awaiting approval.

3. IS APPROVED CONTENT EASY TO FIND?

- ☐ Staff can search without knowing where a file is stored.
- ☐ Content is tagged by program, location, event, subject or date.
- ☐ Current approved files are distinct from old or draft versions.
- ☐ Teams do not recreate content because originals are hard to find.

4. IS ACCESS CONTROLLED AND CURRENT?

- ☐ Sensitive content is limited to authorised people.
- ☐ Staff, volunteers and partners have suitable access levels.
- ☐ External users can access only the content they need.
- ☐ Access is removed promptly when it is no longer required.

5. CAN WE RESPOND WHEN SOMETHING CHANGES?

- ☐ We know where the master version of each asset lives.
- ☐ We can identify all affected content if consent is withdrawn.
- ☐ A named person or team manages consent-related changes.
- ☐ We have a process to review, restrict or remove affected files.