

Practical Action

STORING PERSONAL DATA AND IMAGES

Practical Action needs a supply of high quality resources to communicate our work, but we must also keep track of all personal data. Images and consent records need to be securely stored but also accessible and searchable for staff who need them.

We have created new secure collections on infohub to contain these – detailed below. Any images more than five years old or images for which we do not have recorded consent have been archived.

Practical Action staff will need to register on InfoHub and log in to access case studies and images.

Personal details should be recorded on our consent form, signed by the content collector and stored with images in the relevant secure collection on infoHub.

What should I do with my photos?

1. Download your content and review it. Delete any images that are poor quality or unsuitable for publication. Do this as soon as possible following your visit so that the information is fresh in your mind. Please save images as high resolution jpegs.
2. Sort the images into folders by project, location or date including a scanned, signed consent form in each folder.
3. Decide on a maximum of 10 of the best photos from each folder and give these an identifiable file name (not the automatic number generated by your camera).
4. Write up your case studies and put them in the same folder with a document about the location and project details.
5. Share the link with your Communications team so that the images and case studies can be uploaded to InfoHub

Big change starts small

Structure of infoHub image libraries (with links)

Open collections	Collections with consent	Archived collections
<i>These are images with no identifiable individuals so are publicly accessible</i>	<i>To access these images you will need to log in. Please register and email brand team to be added to viewers list.</i>	<i>Images five or more years old which should only be used internally</i>
Bangladesh Image Library	Bangladesh images with consent	Bangladesh archive
East Africa Image Library	East Africa images with consent	East Africa archive
Latin America Image Library	Latin America images with consent	Latin America archive
South Asia Image Library	South Asia images with consent	South Asia archive
Southern Africa Image Library	Southern Africa images with consent	Southern Africa archive
Sudan Image Library	Sudan images with consent	Sudan archive
West Africa Image Library	West Africa images with consent	