

# Image Storage and Deletion Policy

Jürgen's Photography CC • Version 1.0, May 2026

## 1. Scope

This policy applies to all photographic images captured by Jürgen's Photography CC (Registration: 2007/001109/23) during corporate photography assignments, including conferences, events, headshots, personal branding, and commercial shoots.

## 2. Image capture and on-site storage

Images are captured to redundant storage on the day of the shoot:

- Primary: memory cards in the camera body (minimum two card slots used simultaneously for critical events)
- On-site backup: images are transferred to an encrypted portable hard drive on the day of the shoot where logistically possible

All media is kept in the photographer's possession and is not left unattended at any point during the event.

## 3. Post-shoot storage and processing

Following the shoot, images are transferred to the photographer's primary editing workstation:

- Editing software: Capture One (images stored in a structured session library with per-event folders)
- Primary storage: encrypted internal SSD on editing workstation
- Local backup: encrypted external hard drive, updated after each session
- Off-site backup: encrypted cloud backup service, synchronised automatically

Raw files (unedited) and edited masters are retained. Rejected or outtake images are deleted during the culling process and are not delivered to or accessible by the client.

## 4. Client delivery

Edited images are delivered to the client via a private, password-protected online gallery. The gallery link and password are shared exclusively with the named contact at the client organisation. Clients are responsible for controlling onward distribution of access credentials.

Gallery access is time-limited by default. Extended or permanent access can be arranged on request.

## 5. Retention periods

### Standard retention (all assignments)

- Edited master files: 12 months from date of delivery
- Raw files: 6 months from date of delivery

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- Delivery gallery: remains active for the duration of the subscription period; clients are advised to download all files promptly

### **Extended retention**

Extended retention beyond the standard periods can be agreed in writing at the time of booking or during the project. Additional storage fees may apply for retention beyond 24 months.

### **Portfolio use**

Where the client has granted permission for portfolio use, a curated selection of images may be retained in the photographer's portfolio archive for an indefinite period. Portfolio retention is subject to the terms of the booking agreement.

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## **6. Access controls**

Access to stored images is restricted to:

- Jürgen Banda-Hansmann (sole operator, Jürgen's Photography CC)
- Authorised associate photographers or retouchers, under non-disclosure agreement, for the duration of a specific project only

Images are not shared with third parties, advertising networks, or image licensing platforms without explicit written consent from the client.

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## **7. Deletion on request**

Clients and individual subjects may request deletion of specific images or an entire assignment archive. To submit a deletion request:

- Email: [jurgen@jurgen.co.za](mailto:jurgen@jurgen.co.za)
- Subject line: "Image Deletion Request"
- Include: your name, the event or assignment name, the date of the shoot, and a description of the images or the specific request

Requests are acknowledged within 2 working days and fulfilled within 14 working days. A written confirmation of deletion is provided on request.

*Note: where images have been delivered to a client and the deletion request relates to images already in the client's possession, the client is responsible for managing deletion on their own systems.*

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## **8. POPIA compliance**

Jürgen's Photography CC processes personal information, including photographic images of identifiable individuals, in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA). For event photography assignments, Jürgen's Photography CC acts as an operator under instruction from the event organiser (the responsible party).

Data subjects have the right to:

- Be informed about the processing of their personal information
- Access personal information held about them
- Request correction of inaccurate personal information
- Request deletion or destruction of personal information
- Object to processing

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Requests relating to these rights should be directed to [jurgen@jurgen.co.za](mailto:jurgen@jurgen.co.za).

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## 9. GDPR awareness (international events)

For photography assignments involving delegates from European Union or United Kingdom jurisdictions, Jürgen's Photography CC operates with awareness of the General Data Protection Regulation (GDPR) and the UK GDPR. Specific GDPR compliance obligations rest with the event organiser as data controller. Jürgen's Photography CC will cooperate with the organiser's data protection requirements and can provide documentation to support compliance assessments on request.

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## 10. Policy review

This policy is reviewed annually. The current version is Version 1.0, dated May 2026.

### **Jürgen Banda-Hansmann**

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