

FAIRPICTURE RISK ASSESSMENT GUIDE

Last updated by Fairpicture in April 2023

When it comes to visual communication, identifying and managing risks is crucial for both legal and ethical reasons. Although we can never completely eliminate all potential risks, we have an obligation to mitigate them as much as possible. That's why we've created a tool to help you assess the risks associated with visual communication at different stages. Simply fill in the empty columns of the tables to make an informed assessment and better manage potential risks.

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General Context Risks

Factors contributing to risk in the region/area of assignment

The following factors relate to the overall security situation in the region as well as other factors contributing to risk of the assignment.

	Is this a risk factor?	Which concrete risk does this pose in the context of the assignment?	What does each actor have to do to minimise the risk?
Inadequate rule of law (impunity, lack of security, etc.)	<input type="checkbox"/>		
Low effectivity of police response	<input type="checkbox"/>		
Low possibilities for enforcement of rights	<input type="checkbox"/>		
Financial risk (banking system, currency exchange, theft, misappropriation)	<input type="checkbox"/>		
Corruption	<input type="checkbox"/>		
Legal risk (work permits, compliance with domestic legislation)	<input type="checkbox"/>		
Inadequate system of governance	<input type="checkbox"/>		
Poverty and/or social inequality	<input type="checkbox"/>		
Gender inequality	<input type="checkbox"/>		
Food and water insecurity	<input type="checkbox"/>		
Environmental degradation	<input type="checkbox"/>		
Natural hazards (weather, flooding, earthquakes, fire etc.)	<input type="checkbox"/>		

Displacement	<input type="checkbox"/>		
(Armed) Conflict	<input type="checkbox"/>		
Presence and circulation of weapons	<input type="checkbox"/>		
Humanitarian Emergency	<input type="checkbox"/>		
Risk due to lack of medical infrastructure (access to medical services, staff, medicine)	<input type="checkbox"/>		

Prevalence of violence/violent threats in the region/area of assignment

	Is this a risk factor?	Which concrete risk does this pose in the context of the assignment?	What does each actor have to do to minimise the risk?
Non-targeted armed conflict or violence	<input type="checkbox"/>		
Kidnapping	<input type="checkbox"/>		
Carjacking	<input type="checkbox"/>		
Terrorism	<input type="checkbox"/>		
Explosives (landmines, improvised explosive devices, bombing)	<input type="checkbox"/>		
Sexual violence	<input type="checkbox"/>		
Civil unrest	<input type="checkbox"/>		
Religious violence	<input type="checkbox"/>		
Other violent crime	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Interference with other actors' interests

Actor	Do the briefing requirements or the story challenge the interests of any of these actors?	Can this actor enforce sanctions or repressions towards anyone involved?	Which concrete risk does this pose in the context of the assignment?	What does each actor have to do to minimise the risk?
Government	<input type="checkbox"/>	<input type="checkbox"/>		
Local authorities	<input type="checkbox"/>	<input type="checkbox"/>		
Police force or military	<input type="checkbox"/>	<input type="checkbox"/>		
Paramilitary group	<input type="checkbox"/>	<input type="checkbox"/>		
Criminal organisation	<input type="checkbox"/>	<input type="checkbox"/>		
Community leader	<input type="checkbox"/>	<input type="checkbox"/>		
Religious leader	<input type="checkbox"/>	<input type="checkbox"/>		
Employer	<input type="checkbox"/>	<input type="checkbox"/>		
Private company	<input type="checkbox"/>	<input type="checkbox"/>		
NGO	<input type="checkbox"/>	<input type="checkbox"/>		
Lobbying group	<input type="checkbox"/>	<input type="checkbox"/>		
Parent	<input type="checkbox"/>	<input type="checkbox"/>		
Any other superior of the person depicted	<input type="checkbox"/>	<input type="checkbox"/>		
Any other institution providing services to or able to demand	<input type="checkbox"/>	<input type="checkbox"/>		

obedience from the person				
Any other actor who has the capacity to sanction	<input type="checkbox"/>	<input type="checkbox"/>		

Risks in relation to the visual creator / production team

Capacities & Resources		IF NOT: Which concrete risk does this pose in the context of the assignment?	What does each actor have to do to minimise the risk?
Do the people involved in the production have previous experiences with the context?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If there have been precedents (earlier experiences in that context): has the visual creator / production team been informed about implications, especially if these were problematic?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Do the people involved have knowledge about the area and the local community (knowledge about social, political, cultural context as well as on infrastructure)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the production team have the language skills necessary for conducting the assignment in the given area or access to a reliable interpreter?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Does visual creator / production team have access to local gatekeepers (individuals and groups who control access and security)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the production team have ...			
access to communication infrastructure?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
knowledge of their contact persons?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
access to safe transportation (public or private)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
access to safe accommodation?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
access to water and electricity in the assignment area?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
adequate insurance coverage (injury, incl. psychological trauma, death, damage and theft of equipment)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
possession of all the relevant permits for conducting the assignment?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Threats

Capacities & Resources	Is this a risk factor?	Which concrete risk does this pose in the context of the assignment?	What does each actor have to do to minimise the risk?
Might anyone from the production team (or the visual creator) experience discrimination in the context of the assignment (e.g. on the basis of their gender, sexual orientation, race/ethnicity, religious group, age, disability status, etc.)?	<input type="checkbox"/>		
Has anyone campaigned or spoken out against the assignment?	<input type="checkbox"/>		
Does any person in the production team have any links with conflict parties (familiar, social, regional, interest-based) that might put them under risk?	<input type="checkbox"/>		

Risks for person depicted

Vulnerability of person(s) to be depicted

Characteristics of person(s) depicted	Does the production increase this person's vulnerability or pose any risk to them?	Does the publication of the images increase this person's vulnerability or pose any risk to them?	What does each actor have to do to minimise the risk?
Member of ethnically / racially / religiously discriminated, oppressed or persecuted group or caste	<input type="checkbox"/>	<input type="checkbox"/>	
Female gender	<input type="checkbox"/>	<input type="checkbox"/>	
Lesbian, Gay, Bisexual, Trans, Intersexual, Queer person (LGBTIQ+)	<input type="checkbox"/>	<input type="checkbox"/>	
Person with physical disability (visible, known or attributed)	<input type="checkbox"/>	<input type="checkbox"/>	
Person with learning difficulties / mental disability (known or attributed)	<input type="checkbox"/>	<input type="checkbox"/>	
Chronically ill, mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	
Dependent person (not independent in legal terms)	<input type="checkbox"/>	<input type="checkbox"/>	
In institutional care (hospital, shelter, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Old age	<input type="checkbox"/>	<input type="checkbox"/>	

Requiring care	<input type="checkbox"/>	<input type="checkbox"/>	
Living with HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	
Survivor of sexual or gender-based violence	<input type="checkbox"/>	<input type="checkbox"/>	
Female or widowed head of household, single parent	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnant or care-taker of infants	<input type="checkbox"/>	<input type="checkbox"/>	
(Internally) displaced person	<input type="checkbox"/>	<input type="checkbox"/>	
Migrant	<input type="checkbox"/>	<input type="checkbox"/>	
Sex worker or otherwise involved in sexual services	<input type="checkbox"/>	<input type="checkbox"/>	
Living in informal housing area	<input type="checkbox"/>	<input type="checkbox"/>	
Low income or unemployed	<input type="checkbox"/>	<input type="checkbox"/>	
Low literacy level	<input type="checkbox"/>	<input type="checkbox"/>	
Homeless person	<input type="checkbox"/>	<input type="checkbox"/>	
Impacted by humanitarian disaster	<input type="checkbox"/>	<input type="checkbox"/>	
Political dissenter or activist	<input type="checkbox"/>	<input type="checkbox"/>	
Charged with or convicted of a crime	<input type="checkbox"/>	<input type="checkbox"/>	
Prison inmate	<input type="checkbox"/>	<input type="checkbox"/>	
Vulnerable due to profession/income-generating activity (e.g. informal labourer)	<input type="checkbox"/>	<input type="checkbox"/>	

Minor (under 18 years old)	<input type="checkbox"/>	<input type="checkbox"/>	
Any other factors adding to person's vulnerability	<input type="checkbox"/>	<input type="checkbox"/>	
In case of minors			
Orphan	<input type="checkbox"/>	<input type="checkbox"/>	
Involved in illegitimate, illicit or illegal activities	<input type="checkbox"/>	<input type="checkbox"/>	
Current or former child combatant	<input type="checkbox"/>	<input type="checkbox"/>	
Involved in child labour	<input type="checkbox"/>	<input type="checkbox"/>	
Survivor of sexual abuse	<input type="checkbox"/>	<input type="checkbox"/>	
unaccompanied refugee	<input type="checkbox"/>	<input type="checkbox"/>	

Publication-related risks

Do you anticipate any risks for the stakeholders involved in the production in relation to the publication of the visual material?		What does each actor have to do to minimise the risk?
Client	<input type="checkbox"/>	
Local partner organisation	<input type="checkbox"/>	
Local community	<input type="checkbox"/>	
Visual creator	<input type="checkbox"/>	
Any of the persons depicted	<input type="checkbox"/>	

Which sensitive data or information about the person depicted does the publication of the image (or story as such) uncover?

Note: The sensitivity of the information is context-specific. Information that is not sensitive in one context may be sensitive in another. Relate your answers to the given context.

Type of sensitive data	Does the production increase this person's vulnerability or pose any risk to them?	Does the publication of the images increase this person's vulnerability or pose any risk to them?	What does each actor have to do to minimise the risk?
Sensitive information related to gender and/or sexuality	<input type="checkbox"/>	<input type="checkbox"/>	
Membership in ethnic or racial group	<input type="checkbox"/>	<input type="checkbox"/>	
Health data	<input type="checkbox"/>	<input type="checkbox"/>	
Membership in political or politically relevant organisation (e.g. trade union)	<input type="checkbox"/>	<input type="checkbox"/>	
Political, religious or other beliefs (incl. membership in respective groups)	<input type="checkbox"/>	<input type="checkbox"/>	
Information about illegitimate, illicit or illegal conduct (current or past)	<input type="checkbox"/>	<input type="checkbox"/>	
Person violating social norms	<input type="checkbox"/>	<input type="checkbox"/>	
Any other (private or other) information that might be deemed inappropriate by the person depicted	<input type="checkbox"/>	<input type="checkbox"/>	

Risk related to storage

Risk regarding data protection and storage

Questions to be answered		If NO: What does each actor have to do to minimise the risk?	Recommendation
Can you guarantee a safe transmission of the data created?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Is the image stored on a safe server?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Can you confirm that the storage period for personal data is limited to the minimum necessary?	<input type="checkbox"/> YES <input type="checkbox"/> NO		For images older than five years, consider whether the publication of the image is necessary and adequate. Delete personal data when it is no longer required for the original purpose of processing.
Can you confirm that the personal data will only be processed for specific, clear, and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Review the purpose of the data processing and ensure that it is necessary, clearly defined, and legitimate. Avoid using personal data for any other purpose without obtaining the individual's explicit consent.

<p>Can you ensure that appropriate technical and organisational measures are in place to safeguard the integrity and confidentiality of personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p>Please consider implementing suitable measures such as encryption, access controls, and employee training to protect personal data from breaches, theft, or loss.</p>
<p>Can you confirm that the personal data processed is adequate, relevant, and limited to what is necessary for the purpose of processing?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p>If you are processing more data than necessary, please consider deleting or anonymizing unnecessary data. Review and update data processing activities regularly to ensure that personal data is only used for its intended purpose.</p>
<p>Can individuals exercise their rights regarding their personal data processed in images and videos, including access, rectification, erasure, restriction, objection, and data portability?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		<p>If individuals cannot exercise their rights, please provide clear and accessible channels for them to exercise these rights. Inform them of their rights and how to exercise them in a transparent and concise manner.</p>
<p>Is the procedure for withdrawal of consent guaranteed and easily possible?</p>			<p>In case of withdrawal, delete image and all linked data.</p>
<p>Is it ensured that within the organisation only</p>			

those employees have access to the image material who (have to) work with it?			
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Risks regarding publication

Questions to be answered		If NO: What does each actor have to do to minimise the risk?	Recommendation
Has the story or the information been shared before?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you obtained informed consent?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If no: please ensure that individuals are aware of the purpose of data processing, their rights, and the identity of the controller. Avoid using power imbalances or unfair tactics to obtain consent. Allow individuals to withdraw consent easily if they wish to do so.

Risk regarding to changing context

Questions to be answered		If NO: What does each actor have to do to minimise the risk?	Recommendation
Are you dealing with fast moving contexts and/or humanitarian emergencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you able to confirm that there have been no changes to the context (see questions above: person depicted, context) since the production of the image?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Do these changes relate to the circumstances of the person depicted?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Follow the questions related to the person depicted according to the new context.
Do these changes relate to the local community, the regional context or the national context?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Follow the questions related to the given aspect.
Have you considered the context in which images and videos are used and how it affects their purpose?	<input type="checkbox"/> YES <input type="checkbox"/> NO		When using images and videos, consider the context in which they are used and whether it is appropriate and necessary for the purpose of processing. Avoid using images and videos in a manner that violates individuals' privacy, dignity, or other fundamental rights.