

#### **Notat**

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# Photo Policy Department of Animal and Veterinary Sciences (ANIVET)

## Guidelines for using images of animals in AU Viborg's facilities

At AU Viborg, openness and transparency are among our core values. This also applies to our use of photo documentation and to our guidelines for other people's use of photos taken at AU Viborg. However, in the interests of employees and ensuring the use of images in the right context and to avoid interfering with data collection, we have the following guidelines.

Visitors are allowed to take pictures and videos for their own use by agreement with guide or host. They are instructed not to take pictures of members of the staff and not to post pictures on social media.

## There must be a scientific reason for using the images

Researchers, PhD students and students use photos/videos of laboratory animals where this is deemed to be academically relevant. This may be in teaching material, in student reports, in publications and in applications to foundations. The students' use of images of laboratory animals for academic purposes must be approved by the main supervisor or group leader before the images can be used.

### Media and the general public

The head of department or the head of the animal facilities consider any requests from journalists and media for access to images and recordings of laboratory animals when such requests are received.

#### People in the images

Please also refer to AU's guidelines on the use of images if people appear in the images: https://medar-bejdere.au.dk/en/informationsecurity/data-protection/for-administrative-staff-and-managers/especially-to-communication-staff

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