

# Multimedia and Data Security

## Digital Cameras

Clear pictures from memory even if the camera is for your personal use. Store selected pictures on the MLE. Do not store data for longer than necessary.



## Video Cameras

Clear footage after editing the material and storing on the MLE. Do not keep footage for longer than necessary. Always store memory clear on data.



## Other Devices

If it has memory. Keep it clean. Keep the device in an always ready state.



## Sound Recorders

Transfer convert and store data on the MLE. If you do not need to store sound onto a computer delete it as soon as the data has served its purpose. Always clear memory before storage.



**If in doubt  
please ask!**

## Mobile Phones

Keep only relevant data and make sure it is removed when no longer needed.



## PDA's

Does the data need to be stored on a PDA? Do not keep data longer than needed, make it is relevant and ensure data on the PDA is not the only copy.

