

## The media library FAQs

**1 Q:** *So the library will be available also for project promoters, if I understand correctly. How and who will control the access on all levels?*

**A:** Anyone can create a viewer account. For contributor access send a message to [info-fmo@efta.int](mailto:info-fmo@efta.int)

**2 Q:** *Is there an issue with personal data? Do we need permission to use specific photos?*

**A:** Yes, you need to make sure that your images are GDPR compliant. Since different countries have different layers of implementation, we advise you to check with your legal department.

**3 Q:** *Are there sections/subsections in the library, for example per country or per Financial Mechanism etc*

**A:** Yes.

**4 Q:** *Do the provisions of the GDPR not pose a problem when placing photographs in publicly in the library?*

**A:** Yes, that is why you (contributor) need to make sure that your images are GDPR compliant. Since different countries have different layers of implementation, we advise you to check with your legal department.

**5 Q:** *Should the Project Promoters be obliged by the POs to upload the materials? Or it should be done voluntarily?*

**A:** It should be strongly encouraged.

**6 Q:** *Is it possible to get alerts once something is uploaded in a specific folder (eg. our country or something else we are interested in)?*

**A:** This functionality is not available.

**7 Q:** *what deadlines for the publication of a person's image must be provided for when preparing consents for the publication of photographs?*

**A:** This is a matter that is not the responsibility of the FMO. Please clear it with your legal department.

**8 Q:** *Will the training be only for us or for POs as well?*

**A:** No, the NFPs are encouraged to organise their own training, and share the tutorials and the user manual with the POs.

**9 Q:** *Can we translate the manual*

**A:** Yes. The editable (indd) file is available on the media library: <https://www.eealibrary.org/asset/14448/2021-03-10%20-%20EEA%20and%20Norway%20Grants%20media%20library%20manual%20-%20Indesign>. You can translate it. Please ensure that the author and copyright information is kept on the images used in the manual.

**10 Q:** *Can I use any assets? Can journalists use assets?*

**A** Use and reproduction of any content from our media library is permitted for non-commercial purposes only, i.e., only for non-income generating use without the right to sell content or use it in conjunction with the promotion or advertisement of any commercial organisation or product. Journalists and other media representatives will be able to use the content for informational purposes in line with our objectives and subject to specific conditions.