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# Lifecycle End Leaks

Target Process

Target Asset

Impact

**CONCEPT DEV**

**MODELS & ART**

**MODERATE**

## EXAMPLES

- Contracted vendor creates early concept work, and posts work publicly believing it to be acceptable as the items are of their own creation.
- Contracted vendor retains file copies after digital art is delivered, and is subject to a data breach that exposes confidential material.
- Reference material provided to a contracted vendor by a licensee is not collected prior to end of contract and remains in their hands past the end of the relationship.
- Early concept material is created by licensee before full understanding of embargo from licensor, and is not identified as embargoed material once the embargo is communicated.
- Projects are bid by licensee to several vendors, and reference material provided to losing vendors is not collected.

## PREVENTATIVE CONTROLS

- Licensee provides all contracted vendors with requirements for returning and surrendering all physical materials loaned or generated as part of contract prior to asset delivery.
- Licensee requires all vendors to purge all digital material from personal possession upon delivery of final assets, and reminds vendors of the obligation upon delivery.
- Licensor refrains from providing any potentially sensitive reference that has an undetermined embargo status to licensees.
- Embargoed items are bid to vendors without inclusion of sensitive assets –vendors who cannot work in these parameters are not eligible to receive sensitive projects from licensee.

## BEST PRACTICES

- Vary reference provided to licensees (by licensors) or vendors (by licensees) in uniquely identifying ways that to not affect core content. [Link to Easter Egg Content Markers best practices.](#)
- Create and enforce minimum standards of digital hygiene and security for contracted vendors working on embargoed projects.

## DETECTIVE CONTROLS

- Licensor provides unique reference material to each licensee in early project stages.
- Licensee centrally logs all contracted vendors receiving reference and generating assets for an embargoed project and monitors the duration of their content possession.
- Require the use of an identifying backdrop, containing the facility name or logo, when documentation images of physical work at vendors are captured. [Link to Creating Documentation Photo/Video Assets best practices.](#)