



## Policy on Use of Student and Employee Identification Photographs

This policy document deals with the use of ID photos generated by the College's card system. These ID photos are defined by the College as directory information and as such, will be used within the College for directory purposes. They will not be available outside the College.

Employee and student ID photos will be used for identification purposes only. Photos should not be printed or distributed and used for other purposes. Appropriate uses include:

- In individual course sites on ella (for faculty teaching and students taking that course)
- Class rosters and advisee lists for faculty members who aren't using ella
- Internal employee directories
- Identifying students at points of service (e.g., Registrar's Office)

Individuals who do not want their photos used for directory purposes may request that they not be used. Such a request will mean that the individual's photograph will not be available for any directory purpose (e.g., the ella course sites); however, the photos will continue to be available for internal business purposes (e.g., in the office areas of the student information system) and for safety and security purposes. ID photos will be retained for archival and other internal institutional purposes.

**The Campus Privacy and  
Security Committee  
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