

Guidelines for all staff on the use of Photographs on the Staff Directory:

1. The photographs are only used for the purposes of this directory with the sole aim of improving internal communications between colleagues within the council. They will not be used for any other purpose without the express permission of staff.
2. The photographs are only viewable by council staff logged on to the council's internal network i.e. they are not viewable by any other method or by unauthorised individuals.
3. Staff will be provided with their photographs to load up to their own record on the directory. This will be accepted as permission for the directory to feature their photograph. Staff may withdraw this permission or remove their photographs at any time.
4. Staff will be informed of their right not to upload their photographs.
5. All photographs will conform to a standard quality and size (Standard staff ID/Security Pass Quality. Size: <10K, 128 x160.jpg)
6. All staff are requested to handle all photographs using the same protocols and with the same respect afforded to all other personal information.
7. **Security:** The photographs are in a format that cannot be 'downloaded' from the intranet. The picture quality is such that they would be unusable for most other purposes.
8. **Data Protection:** These photographs are subject to the council's data protection policy, therefore 'Any employee deliberately breaching the Council's Data Protection Policy will be subject to the established disciplinary procedures'.
9. Where individuals leave the employment of the council, their record on the Staff Directory (Including electronic photographs) will be deleted and destroyed.
10. **Freedom of Information:** The photographs are deemed to be personal information and, as such, will not be disclosed under Freedom of Information Requests.
11. **Records Management:** Photographs can quickly get out-of-date. Staff and line managers are requested to keep the photographs as current as possible (updated at least every 3 years).