



University of Denver Student ID Photograph Usage Guidelines

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Purpose

This guideline defines appropriate usage and requirements for usage of student ID photographs.

Appropriate Usage

ID card photos are taken and stored for the express purpose of usage with the DU ID card for verification of identification. The photograph is stored electronically for other identification and security purposes. Student photos are available in Banner and in Banner Self-Service (MyWeb) applications to assist with identification. As a general practice, these photos should not be added to other software applications to augment the checking of University ID cards. It is not appropriate usage to copy photos and use them for any other purpose.

Photographs may not be released to any third party – including other students – without permission from the ID holder. For example, photographs may not be used on web sites or rosters that are distributed to non-University officials.

Requirements for Usage

ID photographs will only be released to University departments without the ID holder's authorization for an approved internal University identification and security use (i.e., class rosters, seating charts, academic advising rosters, and other approved business uses). Maintenance of local copies of photos is a security and privacy risk and requires valuable computing resources to administer. Thus, exceptions allowing additional uses of University ID photos will be very limited.

Requests to use student ID card photographs should be directed to the Office of the Registrar. If a local copy (e.g., download) is required and approved, such usage must meet the following requirements:

1. Local copies of photos may only be used for the purpose for which approval was granted.
2. Local copies of photographs may not be retained for a time period beyond that necessary for which approval was granted.
3. Local copies of photographs may not be retained for more than three months. All local copies of photographs must be deleted and replaced with updated files quarterly. Updated photograph files will only be provided quarterly.
4. Photographs may not be release to any third party without permission of the ID holder.
5. Any secondary system approved to store ID photos must meet institutional security standards.

Sanctions for Misuse

Any other use of photographs is prohibited. Any violation of University policy on access to photographs may result in loss of security access to such records and subject the offender to appropriate disciplinary action.