

UNO MavCARD Photo Release Policy

UNO's MavCARD Service Office maintains the electronic files of these photographs for issuing ID cards. MavCARD photos are private data and may not be publicly released except as authorized by the student or employee or as permitted by law. Student and employee photos may be shared internally with school officials who have a legitimate educational or permissible departmental interest.

Student MavCARD Photos

Because student MavCARD photos are **not public information** under the Regents' Policy Chapter 5 Responsibilities and Rights of Students, student MavCARD photos cannot be publicly distributed except with the student's consent or as permitted by law. Student MavCARD photos, however, may be shared internally with school officials who have a legitimate educational interest in the photos, even without students' consent.

While health and safety purposes constitute permissible use school officials must use the student photographs only for those purposes and may not post, circulate, or otherwise distribute student photographs to any other person.

Legitimate / Permissible Internal Use

Legitimate internal use recommendations will be provided by either the Director for the Office of the University Registrar for student photos or the Director for the Office of Human Resources (HR) for faculty and staff photos for any new departments or systems. Recommendations will be forwarded to the Director of Milo Bail Student Center Business Operations for final determination.

The following requirements must be adhered to when MavCARD photos are being displayed:

- Log on security must be established to gain access to mass MavCARD photos.
- MavCARD Photos are not to be shared in any way with others, posted, or shown without appropriate permissions.
- Confidentiality statements will appear for each user.
- Access will be revoked for persons or system not adhering to privacy guidelines.
- Individuals may consent to use of their MavCARD photo for public purposes (e.g., posting of MavCARD photo on a website, publishing of photo in college directory, inclusion of photo in Portfolio). Consent must be affirmatively given; if the individual does not "opt in" to public use of the photograph, they will be considered to have "opted out."

Continuous / Bulk MavCARD Photo access

The electronic photo files are stored in mass and only distinguished by NUID, therefore, any request that would require continual or direct access to them must be recommended by both Director for the Office of Human Resources (HR) and Director for the Office of the University Registrar. Recommendations will be forwarded to the Director of Milo Bail Student Center Business Operations for final determination. In this event, a valid UNO Active Directory (AD) account must be provided to MavCARD services to facilitate access. Only an approved account will be granted access. A list of Individual NUIDs is not required for this request.

Revocation:

As the custodian of MavCARD photo access, the Director of Milo Bail Student Center Business Operations reserves the right to revoke access if a failure to adhere to proper usage policies is identified. Advance notice of the revocation to the consuming party or group is not required, however, reasonable notification attempts will be made. Once a group or party's access has been revoked they must resubmit a new photo access request.

MavCARD Photo Release for Investigative Use by Law Enforcement

Contact the Director of MBSC Business Operations who can approve and grant access. In most cases, a subpoena will be required except in cases of imminent threat.

Requesting MavCARD Photo Access

Photo ID request form available upon request.