



County of Santa Clara

Policy Name: User Profile Photo Policy

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Policy Type: Administrative

Category: Information Technology

Policy Name: User Profile Photo Policy

Policy Owner: Technology Services and Solutions

Policy Purpose

The purpose of this policy is to ensure that photos added by users to their profiles on the Santa Clara County Connect employee portal site help connect users with one another using head shot photos in which the user is easily identifiable.

Policy Summary

The Santa Clara County Connect site is the County's internal employee portal site designed to allow users to access relevant information quickly and easily and to enable departments and users to communicate with each other. Each user has a user profile to which they can attach a profile photo. Photos added to a user's profile will appear on emails involving the user, be displayed as a result of a search for that user on Connect, and in other locations on the Connect site. These photos are intended to help employees match the names and faces of their co-workers and foster a more congenial workplace.

User photos are optional. However, users who choose to add photos to their user profiles may add a recent headshot in which the user is easily identifiable and is the only person in the photo.



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All online activity, including activity on the Connect site, is also governed by Board policies and the Information Technology User Responsibility Statement, which can be accessed at <https://iservices.sccgov.org/sccurds>.

All photos uploaded to Connect profiles may be subject to disclosure in the event of a California Public Records Act request.

Procedures

See the "Edit Your Profile" page for steps to add a photo to your profile at [url]/sites/kb/Pages/Edit%20Your%20Profile.aspx.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) "**Headshot**" means a medium-close photo of a person that shows the subject from the shoulders to the top of the head.
- 2) "**Photo**" means any combination of graphics, images, or text uploaded as a user profile photo.
- 3) "**Santa Clara County Connect site**" means the County's internal employee portal website at [url].
- 4) "**User**" means any County employee, manager, supervisor, executive, contractor, extra help, intern, or volunteer, whether paid or unpaid, part-time or full-time.

Frequently Asked Questions

- 1) **How do I upload a photo?**



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You can access instructions for how to edit your user profile and upload a photo at [\[url\]/sites/kb/Pages/Edit%20Your%20Profile.aspx](#).

2) **Am I required to upload a photo?**

No. Employees are encouraged to upload a photo of themselves to help their co-workers recognize them, but employees are not required to participate.

3) **May I upload a photo of my children/pet/landscape/sunrise/car/favorite food/flowers/art?**

No. The purpose of the user photo is to help your fellow employees connect a face with your name and department, especially when they regularly communicate with you via email. Examples of inappropriate photos include:



4) **What are some examples of suitable photos?**

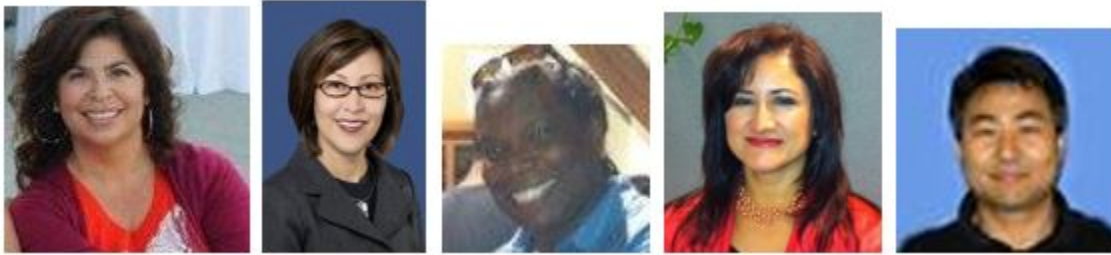
Some examples of suitable photos:



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Other suitable photos include photos taken for Employee Excellence Awards. An archive of recent Employee Excellence Awardees photos may be found online at [\[url\]/sites/ee/2014](#).

5) **How often can I change my photo?**

Your profile photo may be changed as often as you would like, as long as the new photo also complies with this policy.

Related Policies

- Information Technology User Responsibility Statement – <https://iservices.sccgov.org/sccurds>

Related Forms and Information

- Edit Your Profile – [\[url\]/sites/kb/Pages/Edit%20Your%20Profile.aspx](#)

History

Date	Changes Made
10/05/2017	Updated links for IT User Responsibility Statement. (David Bruno)
08/26/2014	Policy uploaded. (John Myers)
07/23/2014	Policy adopted.