Access to Student Photograph Images Procedure

Section 1 - Purpose and Scope

(1) This Procedure controls access to and safeguards against misuse of student images obtained for the production of the student identification card. This Procedure supports the Enrolment Policy.

(2) This Procedure applies to student photographic images obtained for the production of student identification (ID) cards, and the approval process for access to student photographic images by organisational units and their staff.

Section 2 - Process and Key Controls

(3) Students are informed that photographs submitted by students that are used to produce student ID cards may also be used for other approved purposes. The conditions of use are detailed on the Student ID Cards website.

(4) Students who wish to lodge an appeal regarding the use of their image must do so in accordance with Student Grievance Resolution Policy and Privacy Policy.

Section 3 - Key Requirements

Access to Images for Academic Purposes

(5) Access to photographic images submitted for use on the ID card may be authorised:

a. for specific identification purposes directly related to the student's enrolment (for example, placements, hospital identification cards);
b. for reasons of student safety (for example, in large laboratory classes where reference sheets are required in the event of emergencies);
c. for the purpose of pastoral care and enhancing the learning and student experience (for example, through the production of reference sheets that allow academic staff to more effectively identify and assist students in large classes); or
d. for other reasonable purposes where the signed consent of the students concerned has been obtained

Access for Academic Organisational Units

(6) Organisational units that require access to electronic copies of student images for specific identification purposes are required to seek permission from the Academic Registrar. In these instances, the head of the organisational unit or the School Manager submits a formal request to the Academic Registrar via email to studentadmin@uq.edu.au, and:

a. states the purpose for which the images will be used and demonstrates that the purpose is in the interests of students;
b. nominates an individual in the unit who will be authorised to access copies of the images; and
c. gives an undertaking to destroy the images by secure methods after they are no longer required.

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(7) Photographic images submitted for use on the ID card are not to be displayed, either in hard copy or electronic form, in an area that is accessible to students or other third parties (for example, student common rooms, clinic reception areas). Where there is a specific requirement from a placement organisation that student images be on display in a public area, students must agree to that use of their images as part of accepting the placement.

Access for Other University Purposes

(8) The photographic image submitted for ID card production may also be used for:

a. verifying students' identity for official University purposes;
b. responding to emergency situations such as locating lost or missing students and identifying students in accidents.

(9) The University will not disclose personal information, including photographic images, to third parties unless the disclosure is authorised or required by law.

Section 4 - Appendix

Definitions, Terms, Acronyms

Term	Definition
ID card	Student identification card

Status and Details

Status	Current
Effective Date	22nd October 2024
Review Date	31st December 2027
Approval Authority	Manager, Governance
Approval Date	21st October 2024
Expiry Date	Not Applicable
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division

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