



## STANDARD ADMINISTRATIVE PROCEDURE

### 29.01.03.M2.02 Official University Photos

*Approved July 9, 2013*

*Next scheduled review: March 20, 2024*

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#### Standard Administrative Procedure Statement

Texas A&M University maintains photographs of individual students, faculty and staff for official University business and academic purposes. This policy governs the use of photos, including I.D. photos and other photos of individuals that are maintained by University departments, but does not include photographs taken at public events, or for purposes such as athletic events, campus events, public relations photos. Photos of individuals may only be accessed or shared for official business and academic purposes. Unauthorized access, misuse or sharing of photos may result in disciplinary and/or legal action against the individual(s) involved. In addition, the use and dissemination of I.D. and other photos of students are subject to the Family Educational Rights to Privacy Act of 1974 (FERPA).

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#### Reason for the SAP

All photos of students, electronic or printed are considered official educational records. Student I.D. photos are classified as personally-identifiable or non-directory information under the FERPA. Faculty and staff photos may only be used in accordance with the provisions of this SAP. Only University officials who have been determined to have legitimate University related academic or business interest will have access to these records.

Some examples include faculty, staff or agents of the University working with a student(s) in admission, registration, advising, counseling, teaching, financial aid, student conduct, safety, security, financial transactions or any other activity related to the student's academic program and pursuant to law or government regulation. Attempts by other individuals or organizations to access the records are considered a violation of this SAP and in some instances FERPA.

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#### Definition

Family Educational Rights to Privacy Act of 1974 (FERPA) - refer to the FERPA Notice to Students at <http://registrar.tamu.edu/Catalogs,-Policies-Procedures/FERPA/FERPA-Notice-to-Students>.

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## Official Procedure/Responsibilities

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### 1. GENERAL

Photos of individuals, including students, faculty and staff produced, stored or reproduced for University purposes are considered confidential information.

- 1.1 Usage and access to official University photos are permitted for legitimate academic and business purposes only. Use and access for personal reasons is not permitted.
- 1.2 Use and access shall be consistent with all other applicable TAMU University rules and SAPs including but not limited to the current versions of the University SAP 29.01.03.M0.02, *Acceptable Use* and 29.01.03.M0.01, *Security of Electronic Information Resources*. Authorized users of official photos should refer to University rules to determine if there are restrictions or prohibitions on the use of photos in decision processes for hiring, scholarship and award selection and other selection processes.

### 2. PENALTIES

- 2.1 Abuse or misuse of this SAP may result in revocation of this access, without notice, and may result in disciplinary and/or legal action against the individual(s) involved.
- 2.2 Abuse or misuse of this SAP shall be reported to the Student Business Services Aggie Card Office by emailing [aggiecard@tamu.edu](mailto:aggiecard@tamu.edu).

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## Related Statutes, Policies, Requirements, or Procedures

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[University SAP 13.02.99.M0.01 \*Student Records\*](#)

[University SAP 29.01.03.M0.01, \*Security of Electronic Information Resources\*](#)

[University SAP 29.01.03.M0.02, \*Acceptable Use\*](#)

[Texas A&M Information Security Control RA-2 Security Categorization](#)

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## Contact Office

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Student Business Services