

### **Intent to Collect Private Data: Photographs/Visual Images - Employees**

Photographs are considered private data under the Minnesota Governmental Data Practices Act (MGDPA), Minnesota Statutes Chapter 13. The DOC is providing you with the following notice regarding photographs and visual images collected by DOC representatives.

1. Identification Card/Photos: The purpose of your photograph on your identification Card and/or its retention within an access control system is so employees, contractors, volunteers, interns, and visitors may be visually identified in order to enhance facility safety and security. Your photo is electronically stored and accessible by those who have a business need to access it. While you may refuse to be photographed for your identification card and/or the access control system, facility security requires the use of photo IDs and the access system. The consequences of refusal will result in the termination of your employment and/or association with the DOC.
2. Video Monitoring & Recording Equipment: The primary purpose of video monitoring and recording equipment is to ensure the safety and security of all individuals on the premises. Video imagery of you is accessible to those who have a business need to access it. You may refuse to be photographed by video monitoring and recording equipment by declining to enter Department grounds and/or facilities. The consequences of this refusal will result in the termination of your employment and/or association with the DOC.
3. Other Photographs or Electronic Imaging: Periodically, photographs/visual images of employees are taken while at work or performing work for the DOC. These images may appear on websites, in public information communication, including, but not limited to, videos, newsletters, bulletins, brochures, and booklets. These photographs/visual images are often available to other employees and the public. You may decline to be photographed for purposes of such public communication without consequences to your employment. Should you wish to decline to be photographed for purposes of public information communications, you may withdraw or modify your informed consent in writing to Human Resources Management. Such written statements of restrictions from you will be honored from the date received.

Photographs, video imagery, and other visual images of you may be accessed by other State employees in the course of their duties, security personnel, the State Auditor and/or the Legislative Auditor, the Courts, and law enforcement.

#### **Informed Consent to Release Private Data**

I, \_\_\_\_\_, (print name) have read and understand the above Tennessee Notice. I hereby authorize and release representatives of the DOC to use photographs, video imagery, and images of me consistent with the information above. Such photographs, video imagery, and images of me may be related to my employment or other activities while at work or while on DOC or State premises.

This release has no expiration date, but I understand that I may, at any time, withdraw or modify my consent for purposes of public information for areas covered by #3. To do so, I will submit a written request to Human Resources Management. Such a request will be honored from the date received and prospectively.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee ID (if DOC employee): \_\_\_\_\_