

MyView Employee Photo Policy



Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

Contents

- 1 Introduction 1**
- 1.1 What is MyView Dashboard? 1
- 1.2 What is the MyView Onboarding Module? 2
- 2 MyView Employee Photo Standards 3**
- 2.1.1 How to get your digital photo4
- 2.1.2 Image file types/sizes/names4
- 2.2 Where will Employee Photos be displayed? 4
- 3 Further information 6**

1 Introduction

The use and display of employee photos within Council systems will help to promote transparency and further support the Council's Transformation Agenda for a Digital Workforce

This guidance explains the principles and the basis on how employee photos will be collected, stored, used and displayed across all Council systems.

New employees to the Council will be mandated to provide an employee photo as part of the Employee Onboarding process. The purpose of collecting an employee photo is for identification/security purposes. It is classed as a contractual requirement to enable an employee to be able to identify themselves in both internal and external locations. The Employee Onboarding module will explain photo standards and where/why the photo would be displayed across Council systems.

Employee photos, collected as part of Employee Onboarding, will be used by Facilities Management to create an ID badge. This process will ensure that all employees have an ID badge prior to starting with the Council in the interests of security. **The collection of this employee photo is mandatory.**

New employees will have the opportunity to 'opt-out' (as part of Employee Onboarding) from their photo being held against their MyView Employee Profile (i.e. photo will not be displayed in MyView and satellite Council systems).

Existing employees are requested to upload their own employee photo via MyView Dashboard. This photo can be updated at any point by the employee. If an employee uploads a photo against their MyView Employee Profile this implies consent is given to use and display that photo in satellite Council systems. There will be no restrictions on employees loading photos against their MyView Employee Profile.

It is important to point out that any photo uploaded via MyView will be fully auditable as to what photo was uploaded, who uploaded it and when it was uploaded. Employees are strongly encouraged to acknowledge the photo standards detailed in this policy before uploading a photo.

Employees are unable to delete photos held against their MyView record. However, it can be changed. Managers are unable to add/remove photos for any of their reportees listed in MyPeople. Should a photo need to be removed, the employee/manager would need to email myview@durham.gov.uk to request that the photo is removed.

Employee photos (stored against an employee HR electronic record) will be securely stored and retained in line with GDPR guidelines. Employee Profile photos of Leavers will be automatically deleted.

1.1 What is MyView Dashboard?

MyView Dashboard is a web based self-service system, which allows employees and managers to view and edit their own personal details online.

MyView Dashboard supports the Council's Transformation Agenda, which promotes a Digital Workforce, underpinned by systems that are 'digital by design' and where access is 'digital by default'.

User guidance/documentation to support the use of MyView Dashboard functionality is available via www.durham.gov.uk/MyView.

1.2 What is the MyView Onboarding Module?

Employee Onboarding is a process that welcomes new employees into the Council – e-enabling pre-employment checks and processes and providing new employees with the tools, resources, and knowledge they need helping them become successful and productive in their new role.

The module will allow for engagement with new starters quickly and effectively, helping achieve a smooth transition into the organisation.

New employees will have the facility to provide an employee photo as part of this Onboarding process, which will be used by Facilities Management for creating formal employee ID/security badges. **The collection of this employee photo is mandatory.**

2 MyView Employee Photo Standards

All photos being uploaded via MyView must conform to the required standards. Your photo must:

- be a recent photo of **you** (you are advised to update your photo should your appearance have recently changed)
- be a sensible, professional image
- be a close-up of your full head and upper shoulders
- contain no other objects or people
- be taken against a plain cream or light grey background
- be in clear contrast to the background and in sharp focus
- not have 'red eye'
- Scanned photographs must be not be torn, creased, or marked, and not have any writing on the front or back.

In your photo, you must:

- be facing forwards and looking straight at the camera
- have your eyes open and visible
- not wear sunglasses or tinted glasses. You can wear prescription glasses if you need to, but your eyes must be visible without any glare or reflection
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

An example of a photo meeting the required standards would be:



An example of a photo NOT meeting the required standards would be:



2.1.1 How to get your digital photo

You can choose from 3 ways:

- Get a friend to take one for you. They can use a phone, tablet or digital camera.
- Go to a photo shop. You'll get a digital copy of your photo
- Go to a booth. From some booths, you'll be able to get a photo code with your printed photos.

2.1.2 Image file types/sizes/names

You are advised to ensure that photos are given an appropriate file name before they are uploaded. It is advised that the file name does not contain punctuation marks. The preferred naming convention is:

Employee Number, Employee Surname, Date (*Example: 999999 Johnstone 010319*)

The quality of your digital photo should be:

- in focus and without any red eye
- in colour with no effects or filters
- image resolution recommended to be (at least) 600 pixels wide and 750 pixels tall
- file size should be at least 25kb but no more than **3mb** (*MyView will allow you to upload a large file sizes but you are advised file size should be no more than 3mb*)
- file types allowed are 'jpeg', 'jpg' and 'png' image files.

2.2 Where will Employee Photos be displayed?

In line with the principles of this guidance, employee photos collected as part of Employee Onboarding and photos subsequently uploaded by an employee via MyView will be displayed across the following Council systems/sites:

- All photos held against a MyView Employee Profile will be visible in MyView Dashboard (to the employee and their Manager) whether MyView Dashboard is accessed on the Council network (including via Pulse Secure Connection) or accessed externally (i.e. accessed when not logged into the Council network).
- MyView Employee Directory
- **Intranet Staff directory** – employees are reminded that any amendments made to employee contact details (including photos loaded against MyView Employee Profile) via MyView will not be visible in the Intranet Staff Directory until the next day.
- Employee photos collected via Employee Onboarding and/or uploaded against a MyView Employee Profile will **not** be displayed in Microsoft Outlook 2016/Office 365 email systems (this includes the 'Email Address Book' and an employee's Microsoft profile). Any queries

regarding photos stored in Microsoft Office applications should be directed to the **ICT Helpdesk** (Telephone: 03000 261100).




3 Further information

If you would like any further advice or would like the document in an alternative format, please contact the MyView Team within **Payroll and Employee Services** using the contact details below:

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

MyView@durham.gov.uk
03000 269 919

 Braille  Audio  Large Print