

FAQ: CCCC Employee Headshot Requirement

Q1: Are employees required to have their headshot taken?

A1: Yes. Employees are required to have their headshot taken for two purposes:

1. **Internal Use:** The headshot will be securely stored in your personnel file and utilized for security purposes to help maintain a safe and efficient workplace. Additionally, it may be used for internal recognition purposes when deemed necessary by executive leadership to support their operational responsibilities. For this purpose, access to your headshot will be restricted to HR, executive leadership, and other individuals only when deemed essential for safety and security purposes.
2. **External Use:** The headshot will also be used for the public-facing directory on the college's website. This is important because it helps to humanize the institution, making faculty and staff more approachable to students, colleagues, and external stakeholders. It also promotes transparency and supports the college's efforts in creating a welcoming and professional online presence.

Q2: Can I opt out of having my headshot taken?

A2: While having your headshot taken is necessary for internal purposes, we understand that you may have concerns about its public use. If this is the case, you may opt out of having your headshot included in the public directory for limited, specific reasons:

- **Identity Concerns:** If you have significant concerns about identity theft or cybersecurity related to having your headshot in the public directory, you may request an exemption. To qualify, these concerns must be substantial and you should not otherwise have a notable online presence with other photos.
- **Personal Safety or Comfort:** If you have concerns about having your photo taken or posted online due to personal safety issues—such as being a victim of harassment or stalking, or if you or a family member are involved in military or law enforcement—you may request that your photo not be used or shared.
- **Emotional/Psychological Reasons:** If having your photo taken or displayed publicly causes you emotional distress or discomfort, you may request an exemption based on these concerns.

If you believe you qualify for an exemption from the public directory, please contact the Human Resources department to discuss your situation. All requests will be handled with the utmost discretion and respect for your privacy.

Q3: What if I cannot find an appointment time that works for me?

A3: If you are unable to find an appointment time that fits your schedule, additional opportunities to have your headshot taken will be made available later in the year. We will ensure that everyone has ample opportunity to participate. Please stay tuned for announcements regarding

these future sessions, or reach out to Human Resources if you have any specific concerns about scheduling.

Q4: What kind of clothing is appropriate for the headshot?

A4: Employees are expected to wear attire that is appropriate for their role and adheres to professional standards. When choosing what to wear, select clothing that reflects the typical expectations of your position. If unsure, opt for attire that presents a professional appearance and aligns with the norms of your department.

For your headshot, please wear solid, dark, or neutral colors, avoiding patterns and stripes. Since the background will be blue, kindly refrain from wearing light blue clothing—dark navy is acceptable.

Q5: What should I expect when getting my picture taken?

A5: When you arrive for your headshot, members of the marketing team will be taking your picture. You will be seated in front of a neutral backdrop, and the marketing team will assist you in posing appropriately. Multiple pictures will be taken to ensure the best possible result, and you will have the opportunity to select the picture of your choice from the options provided.

Q6: Can I request a copy of my headshot?

A6: Yes, you can request a copy of your headshot for both internal college use and external purposes. If you need your headshot for presentations, professional profiles, or any other external reasons, simply [complete this form](#) to obtain a digital copy.