

Instructions for submitted photo – employee photo

If you wish, you can submit your own photo to kommunikation@hb.se for use as an employee photo.

We use these photos on the contact webpages on the university website, but they are also uploaded to our media bank. They can then be used in case of media requests a photo of you or in articles on the website and more. In order to upload these photos to the media bank, we need to know the name of the photographer. It is important that the photographer approve the university's use of the photo.

- The photo should be recent and of good quality
- The photo should be in colour
- The photo should be taken against a neutral background (preferably white)
- The photo should be photographed in portrait format
- The photo should be taken straight from the front and show only your face (shoulders and up)
- The photo must not have any type of filter or graphic elements
- It is important that the photographer approve the university's use of the photo.

Remember to submit a representative photo. We use the photo on the contact pages on the university website, but it can also be uploaded to the media bank if it is in high resolution. From the media bank, we download photos for distribution if the media requests a photo of you or when used in articles on the website and more. In order to upload these photos to the media bank, we need to know the name of the photographer. It is important that the photographer approve the university's use of the photo.

By submitting your photograph according to the instructions above, you agree to the consent below.

Consent

Your privacy is important to us at the University of Borås. Therefore, we work to ensure that processing of personal data is done in a correct and safe manner in accordance with applicable laws and regulations. Pictures and films including people are considered personal data in the EU General Data Protection Regulation, better known as GDPR. That means that consent (approval) is needed from the person portrayed in the photo.

Someone who has given their consent can revoke it at any time. If this happens, we will remove the photo from the website and the media bank.