

**Authorization for Release of Photograph**

**Welcome to Centenary University!**

As a newly hired member of the Faculty or Staff at Centenary University, please stop by the Information Technology (IT) Department (Seay Building, 1st Floor) in order to obtain a Centenary University identification badge. The Centenary University identification badge includes a photograph of you which is taken by the IT Department. As member of the Faculty or Staff you will be expected to have your Centenary University identification badge with you at all times when conducting any function on behalf of the University.

In order to introduce you to your colleagues, the Human Resources Department would like to issue an email announcement about you to the Faculty and Staff and we would like to include a copy of your photograph in the email announcement. The information will include your name, title, department, and photograph. If you are in agreement that the University may issue your photograph, please sign this Authorization for Release of Photograph below where it says “I understand and agree…” and return it to the Human Resources Department. Please understand that the inclusion of your photograph in the email announcement is NOT a condition of your employment. Should you prefer not to have your photograph emailed to our Faculty and Staff, please sign below where is says “I understand and decline…” and return it to the Human Resources Department. Thank you!

I understand and voluntarily **agree** to have my Centenary University photograph issued in an email announcement to introduce me as a new employee of the University and release the University from all liability relating to same:

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Printed Name Signature Date

I understand and voluntarily **decline** to have my Centenary University photograph issued in an email announcement to introduce me as a new employee of the University:

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Printed Name Signature Date

***Note: If you are under 18 years of age, do not complete this form.***