

## StateFoodSafety User Image/Photo Content Policy

StateFoodSafety makes it possible for users to upload content in order to verify compliance and track certifications. This policy plays an important role in maintaining a positive experience for all our users. All users who utilize the content upload features are required to follow this policy when uploading content to our website:

You are responsible for all actions and uploads completed by your account. You should take all reasonable measures to keep your account secure including utilizing a strong password that is unique to this site and storing that password in an encrypted location.

Do not use StateFoodSafety and its affiliated websites to:

- Impersonate a person or organization or to misrepresent yourself.
- Access another user's account without their permission.
- Create or use multiple accounts to evade this policy or bypass any restrictions placed on your account.

Do not use StateFoodSafety and its affiliated websites to engage in:

- Illegal activities or to promote dangerous and/or illegal activities.
- Malicious and deceptive practices including transmitting viruses, malware, or any other malicious or destructive code.

Do not distribute content that harms or interferes with the operation of the networks, servers, or other infrastructure of StateFoodSafety.

Do not use StateFoodSafety and its affiliated websites to distribute:

- Content that misleads, confuses, or deceives users
- Hate speech
- Spam
- Harassment, bullying, and threats
- Terrorist content

Do not use StateFoodSafety and its affiliated websites to upload or share content that:

- Exploits or abuses children
- Is sexually explicit or pornographic in nature
- Is violent or gory
- Facilitates the sale of regulated products and services, including alcohol, gambling, tobacco, fireworks, weapons, health/medical devices, or pharmaceuticals and unapproved supplements

Do not use StateFoodSafety and its affiliated websites to upload or store other people's personal and confidential information, except when using the Compliance Manager tool for its intended purpose: to store and track training compliance and certificate management.

Information including but not limited to credit card numbers, confidential national ID numbers, Personally Identifiable Information, or account passwords should never be stored or shared.

StateFoodSafety retains the right to review and delete any content for any reason, including for reasons not specifically identified in this policy. If imagery is illegal or unlawful, it will be sent to a law enforcement agency. Sexually explicit or pornographic material will be removed by StateFoodSafety. Any child abuse imagery or content that presents children in a sexual manner will be removed and you and your account will be reported to the appropriate authorities. If any content is in violation of this policy, StateFoodSafety will take action, including but not limited to restricting access to your account, removing the content, or contacting law enforcement.

Any image that contains more information than that which is contained on a certificate should be adequately cropped by the user to remove all background data before being uploaded. The system will reduce the images file size to the smallest number of bytes possible (>60 KB).

If the user is uploading a certificate that is not their own, they must obtain permission from the certificate holder before uploading the certificate to the StateFoodSafety system.

StateFoodSafety will disable any account that is found to be in violation of this policy and will attempt to notify the user. If an account is disabled because of a violation of this policy, the user may submit an appeal via the complaints and appeals process. In order to have the account reinstated, the user must be able to demonstrate how they will ensure their account will stay in compliance with this policy in the future.

Uploaded images will be deleted according to StateFoodSafety's records retention policy which states that data will be purged one year after certificate expiration.