

POLICY:

BIOMETRIC TIME CLOCK

CREATED: MAY 2016

UPDATED: JULY 2017

This Business has adopted this policy to address how it will collect, use, store, disclose and destroy biometric information. This policy is intended to promote compliance with state and federal laws, including the Illinois Biometric Information Privacy Act, as may be amended from time to time (“Laws”).

As an employee, and a condition of employment employees’ hand and/or fingerprint may be scanned with biometric equipment (“Equipment”) to obtain an encrypted mathematical representation of it (“Biometric Identifier”) in conjunction with the use of the Business’s biometric time clock. The data may be stored and used for door entry/access, timekeeping or similar purposes. If the Business scans employees’ hand, for example, to create a Biometric Identifier, employees’ hand will be scanned each time I access the Equipment and compared to the Biometric Identifier created by the initial scan. Employees understand and specifically consent to the Business’s use of my Biometric Identifier and disclosure of it to law enforcement in the course of the Business’s workplace investigations.

The Business has undertaken measures to safeguard all personal information connected to the Biometric Identifier so as to minimize the risk of fraud or identity theft and that employees have been informed hereby that the Business will use a reasonable standard of care in the storage, transmission and protection of the Biometric Identifier as it does in the storage, transmission, and protection other confidential and sensitive employee information.

The Business’s use of the Biometric Identifier is limited to lawful purposes, which primarily include controlling access to the Equipment to authorized personnel. Further, in accordance with applicable Laws, the Business does not sell, lease, trade or otherwise profit from employees’ Biometric Identifier. In addition, the Business will not disclose any Biometric Identifier unless: (1) The disclosure completes a financial transaction requested or is authorized by employee; 2) The disclosure is required by state or federal law, or municipal ordinance; (3) The disclosure is required pursuant to a valid warrant or subpoena; or (4) Employee otherwise consent to the disclosure.

The Biometric Identifier will be stored and used by the Business during the time of employees’ employment, and for an additional period of time thereafter in accordance with applicable Laws. Further, that the Biometric Identifier will be permanently destroyed no later than 3 years following the date of employees’ separation from employment with the Business.