

**WORKWELL TECHNOLOGIES (“WWT”)**  
**SAMPLE BIOMETRIC INFORMATION PRIVACY POLICY**  
**MUST BE REVIEWED AND APPROVED BY CLIENT AND CLIENT’S LEGAL ADVISORS**  
*Workwell Technologies is not providing You with any legal advice.*

The Company has instituted the following biometric information privacy policy:

**Biometric Data Defined**

As used in this policy, biometric data includes “biometric identifiers” and “biometric information” as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. or such other statutes or regulations that apply in your state. “Biometric identifier” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. Biometric identifiers do not include information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996.

“Biometric information” means any information, regardless of how it is captured, converted, stored, or shared, based on an individual’s biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

Biometric data means personal information stored by WWT and/or its vendor(s) about an individual’s physical characteristics that can be used to identify that person. Biometric data can include fingerprints, voiceprints, a retina scan, scans of hand or face geometry, or other data.

**Purpose**

This Biometric Information Privacy Policy (“Policy”) defines Workwell Technologies’ (“WWT”) policy and procedures for collection, use, safeguarding, storage, retention, and destruction of biometric data collected by WWT and/or its vendors.

WWT uses biometric identification systems for employee timekeeping with regard to payroll. WWT and/or its vendor(s) collects, stores, and uses employee biometric data for the purpose of granting employees access to WWT’s timekeeping systems and to document employees’ (i) clock in/out time(s); (ii) clock in/out location(s); and (iii) attempts/failures/errors in biometric data scans.

The Company, its vendors, and/or the licensor of the Company’s time and attendance software collect, store, and use biometric data solely for employee identification, fraud prevention, and pre-employment hiring purposes.

**Disclosure and Authorization**

To the extent that the Company, its vendors, and/or the licensor of the Company’s time and attendance software collect, capture, or otherwise obtain biometric data relating to an employee, the Company must first:

- a. Inform the employee in writing that the Company, its vendors, and/or the licensor of the Company’s time and attendance software are collecting, capturing, or otherwise obtaining the employee’s biometric data, and that

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the Company is providing such biometric data to its vendors and the licensor of the Company’s time and attendance software;

- b. Inform the employee in writing of the specific purpose and length of time for which the employee’s biometric data is being collected, stored, and used; and
- c. Receive a written release signed by the employee (or his or her legally authorized representative) authorizing the Company, its vendors, and/or the licensor of the Company’s time and attendance software to collect, store, and use the employee’s biometric data for the specific purposes disclosed by the Company, and for the Company to provide such biometric data to its vendors and the licensor of the Company’s time and attendance software.

The Company, its vendors, and/or the licensor of the Company’s time and attendance software will not sell, lease, trade, or otherwise profit from employees’ biometric data; provided, however, that the Company’s vendors and the licensor of the Company’s time and attendance software may be paid for products or services used by the Company that utilize such biometric data.

**Disclosure**

The Company will not disclose or disseminate any biometric data to anyone other than its vendors and the licensor of the Company’s time and attendance software providing products and services using biometric data without/unless:

- a. First obtaining written employee consent to such disclosure or dissemination;
- b. The disclosed data completes a financial transaction requested or authorized by the employee;
- c. Disclosure is required by state or federal law or municipal ordinance; or
- d. Disclosure is required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

**Retention Schedule**

WWT shall retain employee biometric data only until, and shall request that its vendors permanently destroy such data within one (1) year when, the first of the following occurs:

- The initial purpose for collecting or obtaining such biometric data has been satisfied, such as the termination of the employee’s employment with the Company, or the employee moves to a role within the Company for which the biometric data is not used; or
- The Company requests to discontinue the Company’s uAttend services.

WWT will permanently destroy all the Company’s other data from WWT’s systems, or the systems of WWT’s vendor(s), within one (1) year of your request to discontinue the Company’s uAttend services.

The Company may delete biometric data IDs and templates for users upon their discretion directly through the cloud portal and on devices.

**Data Storage**

The Company shall use a reasonable standard of care to store, transmit and protect from disclosure any paper or electronic biometric data collected. Such storage, transmission, and protection from disclosure shall be performed in a

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manner that is the same as or more protective than the manner in which the Company stores, transmits and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual’s account or property, such as genetic markers, genetic testing information, account numbers, PINs, driver’s license numbers and social security numbers.

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**BIOMETRIC INFORMATION PRIVACY POLICY EMPLOYEE CONSENT FORM**

Company Name \_\_\_\_\_ (the “Company”)

The employee named below has been advised and understands that the Company, its vendors, and/or the licensor of the Company’s time and attendance software collect, retain, and use biometric data for the purpose of identifying employees and recording time entries when utilizing the Company’s biometric timeclocks or timeclock attachments. Biometric timeclocks are computer-based systems that scan an employee’s finger for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify the employee’s identity, for example, when the employee arrives at or departs from the workplace.

“Biometric identifier” refers to a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. “Biometric information” refers to any information, regardless of how it is captured, converted, stored, or shared, based on an individual’s biometric identifier used to identify an individual. “Biometric data” refers to personal information stored by the Company and/or its vendor(s) about an individual’s physical characteristics that can be used to identify that person. Biometric data can include fingerprints, voiceprints, a retina scan, scans of hand or face geometry, or other data.

The employee understands that he or she is free to decline to provide biometric identifiers and biometric information to the Company, its vendors, and/or the licensor of the Company’s time and attendance software without any adverse employment action. The employee may revoke this consent at any time by notifying the Company in writing.

The undersigned employee acknowledges that he/she has received the attached Biometric Information Privacy Policy, and that he/she voluntarily consents to the Company’s, its vendors’, and/or the licensor of the Company’s time and attendance software’s collection, storage, and use of biometric data through a biometric timeclock, including to the extent that it utilizes the employee’s biometric identifiers or biometric information as defined in BIPA or such other statutes or regulations that apply in your state, and voluntarily consents to the Company providing such biometric data to its vendors, and/or the licensor of the Company’s time and attendance software.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)