

# EMPLOYBRIDGE®



## BIOMETRIC INFORMATION PRIVACY POLICY

In order to efficiently and securely track associates' time records, the EmployBridge company you work for (including StaffingSolutions, ProLogistix, ResourceMFG, ProDrivers, Resource Accounting, Personnel One, Employment Plus, MedicalSolutions, Select Staffing, RemX Specialty Staffing, Remedy Intelligent Staffing, and Westaff) (hereafter referred to as "the Company") may use a biometric timekeeping system. The Company may use third-party timeclock vendors, including, but not limited to, PeopleNet and NOVAtime, to supply it with biometric timekeeping systems. The Company may also rely on biometric timekeeping systems provided by its clients' timeclock vendors.

In order to comply with various laws concerning biometric data (including the Illinois Biometric Information Privacy Act), the Company has instituted the following policy:

**Biometric Identifier defined:** "Biometric identifier" means a retina or iris scan, fingerprint or voiceprint, or scan of hand or face geometry.

**Biometric Information defined:** "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 Identifier/Information Collection:** The Company may utilize biometric technology for the purpose of identifying associates and recording time entries using systems provided by its third-party timeclock vendors, including, but not limited to, PeopleNet and NOVAtime, or its clients' timeclock vendors. As part of this system, the Company/Vendor collects and/or stores associates' biometric identifiers and biometric information.

**Consent:** In order to use Biometric Information, you will be asked to sign a consent form authorizing the Company to use this information. If you work in Illinois, it is a condition of employment with the Company that you sign the consent form.

**Disclosure:** The Company will not sell, lease, trade, or otherwise profit from an employee's biometric identifier or biometric information. Nor will it authorize its timekeeping vendors or clients to engage in any such activity. Neither the Company nor its timekeeping vendors or clients will disclose or disseminate an employee's biometric identifier or biometric information unless:

- The employee or the employee's legally authorized representative provides consent to such disclosure;
- The disclosure completes a financial transaction requested or authorized by the employee or the employee's legally authorized representative;

- The disclosure is required by state or federal law, or municipal ordinance; or
- The disclosure is required pursuant to a valid warrant or subpoena.

**Storage:** Once captured, an employee's Biometric Information is converted into an encrypted data string (i.e., biometric template) and stored securely by the Company's timeclock vendors or its clients' timeclock vendors on the timeclock vendors' electronic servers.

**Retention Schedule:** An employee's Biometric Information (i.e., biometric template) will be retained only until the initial purpose for collecting or obtaining the biometric identifiers or information has been satisfied, or within 3 years of the employee's last interaction with the Company, whichever occurs first.