

## DATA NOTICE

The company providing your work location ("Company") requires you to use this Time Clock to record your work time. This notice describes how Time Clock data is collected, used, stored, disclosed, and permanently deleted in connection with the use of the Time Clock and its related software and services the ("Time-Clock System.") This notice incorporates and is intended to comply with the Illinois Biometric Information Privacy Act ("BIPA") and any other applicable laws.

The Time-Clock System uses data obtained by scanning your finger, face or iris (eye). The scanning process automatically converts your data into a template, which is a mathematical representation of the data. Templates cannot be converted into images of your fingerprint, face or eye. When you use the Time-Clock System, its software matches your stored template to your current scan. For example, a finger-scan Time-Clock scans the user's finger and looks for the template match. When a template match is found, the clock user is verified, and a punch-in or punch-out is recorded.

These templates may be collected, used, stored, disclosed, or disseminated to the Time Clock System, the Company providing the work location, and/or by the Time Clock System vendors, licensors, affiliates and service providers (collectively, "Vendor").

By using a Company time clock, you consent to Company, Vendor, and their affiliates, subcontractors, and licensors collecting, capturing, storing, having access to, using, obtaining, possessing, and/or disclosing your template data as set forth in this notice, by affirmatively acknowledging the prompts on the Company time clock regarding this notice the first time you use the time clock.

Template data may be stored in the Company, Vendor or your employer's hosted environments and servers, for the duration of an individual's relationship with Company. Following the end of an individual's relationship with Company, their template data will be permanently deleted within a reasonable timeframe, but no later than one year from the individual's last contact with Company, or for Vendor, within one year of notification that the individual's relationship with Company has ended. Additionally, Company, and Vendor, and their affiliates, subcontractors, and licensors, may have access to template data for purposes such as storage, to delete/maintain backup copies, and/or to service the systems, drives or databases on which the data is collected, used, or stored.

Reasonable care is used to protect the security, confidentiality, and integrity of all template data by and through enforcement of this notice. Template data is not sold, leased or traded. Company and Vendor use reasonable standards of care within its industry for any storage, transmittal, or protection from disclosure of any template data it may possess, in a manner that is the same as or more protective than the way it stores, transmits, and protects similar information.