

Written Policy Made Available to Public Pursuant to the Illinois Biometric Information Privacy Act, 740 ILCS 14/15(a)

AllStaff's Retention and Destruction Policy for Biometric Information

In order to ensure that employees are paid for all hours worked, AllStaff obtains, uses and stores "biometric identifiers" and/or "biometric information", as defined in the Illinois Biometric Information Privacy Act, 740 ILCS 14/1 *et seq.*, including, but not limited to, fingerprint and/or handprint. AllStaff uses reasonable standard of care to store, transmit and protect from disclosure any biometric identifiers and/or biometric information collected. The biometric identifiers and/or biometric information are retained while the employee is employed at AllStaff and for a period of three years after employment ends. The biometric identifiers and/or biometric information are permanently destroyed no later than three years after the employee's employment ends. AllStaff does not sell, lease, trade, or otherwise profit from an individual's biometric identifiers and/or biometric information. AllStaff will not disclose, redisclose or otherwise disseminate an individual's biometric identifier or biometric information unless: (1) the individual consents in writing to the disclosure; (2) the disclosure or redisclosure is necessary to complete a financial transaction request or authorized by the individual; (3) the disclosure or redisclosure is required by law; or (4) the disclosure or redisclosure is required by a warrant or subpoena.

Employee Acknowledgment and Release Pursuant to the Illinois Biometric Information Privacy Act, 740 ILCS 14/15(b)

AllStaff's Use of Biometric Information: Employee Acknowledgement and Release

I understand and acknowledge that AllStaff uses and stores "biometric identifiers" and/or "biometric information", as defined in the Illinois Biometric Information Privacy Act, 740 ILCS 14/1 *et seq.*, from employees as part of its timekeeping system. Biometric identifiers and/or biometric information are retained during employment and for a period of three years after employment ends. I hereby release my biometric identifiers and/or biometric information for such use.

PRINT NAME of Employee

Employee Signature

Date

NOVAtime NT7000 Enrollment Acknowledgment

I acknowledge and consent to providing my fingerprint for time clock enrollment. I understand my fingerprint image(s) are not saved and will not be stored in the time clock or the system. Fingerprint image(s) are converted into a proprietary geometric representation and are stored as such. My fingerprint images are not accessible in the system. Please note you will be asked to CLICK OK to enroll your finger or select CANCEL to abort the enrollment process.

PRINT NAME of Employee

Employee Signature

Date