

The AllStaff Group Biometric Information Privacy Policy

M.M.D. Inc. d/b/a The AllStaff Group, and its affiliates, including, but not limited to Management Registry, Inc. (collectively “AllStaff”, “we”, “us” and “our”), is a full-service employment company committed to exceptional results for clients and candidates.

This Biometric Information Privacy Policy (“Biometric Policy”) explains how AllStaff collects, stores and uses biometric information provided to us by you or our clients or our subcontractors, which identifies or could be used to identify you, as further described, below.

This Biometric Policy is publicly available on AllStaff’s website (www.theallstaffgroup.com).

Definition

As used in this Biometric Policy, the term “biometric identifiers” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry as defined in the Illinois Biometric Information Privacy Act, 740 ILCS 14/10. The term “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 as defined by the Illinois Biometric Information Privacy Act, 740 ILCS 14/10. The term “biometric information” does not include information derived from items or procedures excluded under the definition of biometric identifiers as set forth in the Illinois Biometric Information Privacy Act, 740 ILCS 14/10.

Purpose and Scope

This Biometric Policy explains AllStaff’s policy and procedures for collection, use, safeguarding, storage, retention and destruction of biometric data collected by AllStaff, our clients and/or our subcontractors in accordance with the applicable laws in the places where we or our clients operate including, but not limited to, the Illinois Biometric Information Privacy Act, 740 ILCS 14/1 *et seq.*

AllStaff and/or our clients may utilize timeclocks with biometric scanning features (which may include, but is not limited to, scanning your fingerprint, handprint, retina, iris, or face) to identify you and ensure that you are paid for all hours worked.

AllStaff will not collect or otherwise obtain your biometric information without your prior written consent and release. This Biometric Policy informs you of the reason your biometric information may be collected and the length of time the information will be stored.

AllStaff is not responsible for and has no control over the privacy and data security of our clients and/or our subcontractors and/or our vendors, which may differ from those explained in our Biometric Privacy Policy.

Collection, Use, Storage and Retention

AllStaff, our clients and/or subcontractors may collect, store, and use employee biometric information (such as a retina or iris scan, fingerprint, or scan of hand or face geometry) for the

purpose of recording and monitoring employee's hours worked. AllStaff only uses biometric information for identity verification, workplace security, and fraud prevention purposes.

If you use the biometric scanning feature on one of our timeclocks, we may store that biometric information at a site controlled by AllStaff or one of our vendors, or in a cloud environment controlled by AllStaff or one of our vendors. AllStaff and our vendors use reasonable standard of care to store, transmit, and protect from disclosure any electronic biometric information collected that is the same as or more protective than the manner AllStaff uses to protect its own information.

If you use the biometric scanning feature on one of our subcontractor and/or one of our client's timeclocks, AllStaff relies on our clients and/or our subcontractors to comply with their own obligations under applicable law, which may include obtaining informed consent and providing notice for the collection, use and storage of biometric information, and complying with any applicable data retention and destruction requirements.

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.

AllStaff only stores an individual's biometric identifiers and/or biometric information for so long as a person continues to be actively employed by AllStaff. In no cases is an individual's biometric identifiers and/or biometric information stored for more than one year after that person has stopped being actively employed by AllStaff.

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 M.M.D. Inc. d/b/a The AllStaff Group, and its affiliates, including, but not limited to Management Registry, Inc. (collectively "AllStaff") and/or one of AllStaff's clients and/or subcontractors may use a timekeeping system with biometric scanning features (which may include, but is not limited to, scanning your fingerprint, handprint, retina, iris, or face) to verify your identity for clocking in and out of the time clock.

I understand and acknowledge that a timekeeping system with biometric scanning features (which may include, but is not limited to, scanning your fingerprint, handprint, retina, iris, or face) may create data using a mathematical algorithm based off your "biometric identifiers" and/or "biometric information" (as those terms are defined in the Illinois Biometric Information Privacy Act, 740 ILCS 14/10) and use that data to verify your identity for future logins on the time clock. Additionally, I understand and acknowledge that your biometric identifiers and/or biometric information as well as any corresponding data may be disclosed to and accessible by AllStaff's third-party timekeeping vendor.

I understand and acknowledge that AllStaff only stores an individual's biometric identifiers and/or biometric information for so long as a person continues to be actively employed by AllStaff. In no cases is an individual's biometric identifiers and/or biometric information stored for more than one year after a person has stopped being actively employed by AllStaff.

I acknowledge that I have been advised that further information on AllStaff's use of biometric information is contained in The AllStaff Group Biometric Information Policy. I hereby consent to and release my biometric identifiers and/or biometric information for such use as described above. I further acknowledge that The AllStaff Group Biometric Information Policy is available upon request and is publicly posted on AllStaff's website.

PRINT NAME of Employee

Employee Signature

Date