

CONSENT FORM EXAMPLE

[●XXX COMPANY, INC.●] (the “Company”) and/or its payroll providers, timeclock manufacturers, attendance software suppliers, and other related vendors (some or all of which are collectively referred to as “Approved Third-Parties”) may collect, use, and store your biometric data for the purpose of recording your time worked and/or generating workplace access credentials. The following is a summary of the Company’s policies regarding the retention, collection, disclosure, and destruction of biometric data, if it possesses any. Copies of this policy are kept in the Company’s facility located in [●CITY●], Illinois and are available for review by the public.

Definition of biometric data: As used in this policy, “biometric data” refers collectively to (a) biometric identifiers, such as fingerprints, retina, or iris scans, voiceprints, or scans of hand or face geometry, and (b) biometric information, which means any information based on an individual’s biometric identifier used to identify the individual. The term “biometric data,” as used in this policy may also include sample data, templates, or algorithms that do not involve the capture or storage of actual fingerprints, hand scans, or facial geometry scans, and which may not be considered “biometric data” under federal, state, or local law.

Purpose for collection: The Company uses biometric technology in coordination with Approved Third-Parties in order to identify employees, grant them access to Company facilities, and/or record their time entries. Any biometric data collected, used, stored, or transmitted will be used exclusively for these purposes.

Storage, retention, and destruction: The Company takes care to ensure the privacy and security of information it gathers, including biometric data (if any). Your biometric data (if any) may be disclosed to, and accessible by, the Company and Approved Third-Parties. The Company stores any biometric data in a manner that is as protective as the Company’s storage of other confidential and sensitive information. If the Company obtains your biometric data, it will retain that data for the duration of your employment with the Company, for only so long as you consent to the Company’s retention of such data for the purposes described in this policy, or for three years following your last interaction with the Company, whichever comes first. Promptly thereafter, your biometric data (if any) will be permanently deleted within [●X●] days.

Written authorization: By signing below, you confirm you have reviewed this policy, and you provide consent to the collection, storage, and use of your biometric data by the Company and Approved Third-Parties pursuant to the terms of this policy. While you are free to withhold or revoke your authorization in writing, consent to the Company’s use of biometric data as described in this policy is a condition of your employment, or continued employment with the Company.

Signature

Name (printed)

Date

