

ClearStaff, Inc.'s Biometric Information Retention Policy

1. Purpose

- 1.1 To establish ClearStaff, Inc.'s ("ClearStaff") retention schedule and guidelines for the destruction of biometric identifiers and biometric information.

2. Definitions

- 2.1 "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. This policy incorporates the definition of biometric identifier utilized by the Illinois Biometric Information Privacy Act, 740 ILCS 14/10.
- 2.2 "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. This policy incorporates the definition of biometric information utilized by the Illinois Biometric Information Privacy Act, 740 ILCS 14/10. Unless specifically stated otherwise, the term "biometric information" as used in this Policy shall refer to both biometric identifiers and biometric information as defined in this section.

3. Retention Schedule and Guidelines

- 3.1 ClearStaff's policy is to use biometric information in accordance with all applicable laws, including the Illinois Biometric Information Privacy Act, 740 ILCS 14/1, *et seq.*
- 3.2 ClearStaff will permanently destroy any employee's biometric information within thirty (30) days after the termination of that employee's employment with ClearStaff, unless otherwise required by law.
- 3.3 ClearStaff will store, transmit, and protect from disclosure all biometric information using the reasonable standard of care within the industry and in the same manner as ClearStaff stores, transmits, and protects other confidential and sensitive information.
- 3.4 ClearStaff will keep this policy publicly available on its website.