

## **Release Regarding Use of Biometric Information in Connection with Employment at ClearStaff, Inc.**

ClearStaff, Inc. (“ClearStaff”) use biometric identifiers, specifically hand geometry, to enable ClearStaff’s employees to quickly and securely clock-in and clock-out for work for payroll purposes.

**Hand Geometry:** Hand geometry measures the size and shape of your hand using over 90 distinct measurements to verify your identity. These include length, width, thickness, and surface area. It does not read your fingerprints or palmprints. It also does not include any scars, marks, or tattoos.

**Hand Geometry Scanners:** A hand geometry scanner does not collect and store an image of your hand. Instead, it converts the image to a numerical template, which is a mathematical representation of the size and shape of your hand. The numerical template is then associated with your Employee ID Number.

**Hand Geometry Scanning Process:** When you are ready to clock-in or clock-out, you will enter your Employee ID Number into the hand geometry scanner’s key pad. You will then place your hand on the scanner. The device will then scan your hand’s geometry and compare it to the template associated with your Employee ID Number to verify your identity. The device will then record the time for the purpose of completing the clock-in or clock-out process.

**Disclosures under Biometric Information Privacy Act:** Under Illinois law, your fingerprints and hand geometry are each considered a “biometric identifier” and their use is regulated by the Biometric Information Privacy Act (the “Act”), located at 740 ILCS 14/1 *et seq.*<sup>1</sup> Under the Act, you are entitled to the following disclosures regarding the use of your biometric identifiers:

- ClearStaff uses hand geometry scanners to collect and store your hand geometry;
- ClearStaff uses your hand geometry solely to enable ClearStaff employees to clock-in and clock-out in a quick and accurate manner for payroll purposes;
- ClearStaff will store your hand geometry and fingerprint information only for the duration of your employment with ClearStaff, in accordance with ClearStaff’s retention policy for biometric information.

**Biometric Information Retention Policy:** The Act defines “biometric identifiers” as including retina or iris scans, fingerprints, voiceprints, or scans of hand or face geometry. The Act further defines “biometric information” as any information based on an individual’s biometric identifier used to identify an individual. Under the Act, ClearStaff is required to make available to the public a written policy establishing a retention schedule and guidelines for permanently destroying biometric information, such as hand geometry. ClearStaff’s Biometric Information Retention Policy contains our retention schedule and guidelines, and a copy of our Retention Policy is attached to this Release. Our Biometric Information Retention Policy is also available on our website at the following address: [www.clearstaff.net/biometricpolicy](http://www.clearstaff.net/biometricpolicy).

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<sup>1</sup> The statute’s text can be accessed online at the following address:  
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3004&ChapterID=57>

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**Limitations on Disclosure:** ClearStaff will use your biometric identifiers and biometric information solely for the purposes described above, and only in a manner that is consistent with the Biometric Information Privacy Act. Under the Act, ClearStaff may not sell, lease, trade, or otherwise profit from your biometric identifiers or biometric information. Under the Act, ClearStaff may not disclose your biometric identifiers or biometric information unless: (1) you or your legally authorized representative consents to the disclosure; (2) the disclosure completes a financial transaction initiated or requested by you or your legally authorized representative; (3) the disclosure is required by local, state or federal law; or (4) the disclosure is required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

**Release Regarding Use of Biometric Information:** As a condition of my employment with ClearStaff, Inc., I authorize ClearStaff, Inc., and the third party vendor who provides the biometric technology, to collect, store, and use my biometric information for the duration of my employment with ClearStaff, Inc., for the purposes described above in this release.

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Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date