Subject line: Biometric Data Consent

Dear Employees,

This is to inform you that you have been asked to provide certain biometric data for use in connection with our biometric time clocks and/or time clock attachments or applications.

* *This biometric data may include, for example, information based on your fingerprints, handprints, or hand or face geometry.*This data, along with associated identification numbers or other information, will be used for the purpose of authenticating and tracking your time and attendance in connection with your employment.
* *We utilize certain third-party vendors to provide our biometric time clocks and related functionality*, including Attendance on Demand, Inc. and/or its affiliates, licensors, and additional service providers. Your biometric data may be shared with these providers to enable the biometric time clocks to function properly.
* *Our biometric time clocks will retain your biometric data for the duration of your employment or engagement with us.* If Attendance on Demand, Inc. received or stored your biometric data, it will remove your biometric data from its systems (including backup systems) within one year of the date we delete your records from the Attendance on Demand, Inc. system.

By selecting the “Yes” option at the time clock when prompted, you acknowledge that you have read and understand these terms, and you confirm that you voluntarily consent to our and our providers’ collection, storage, and use of your biometric data for the purposes described above.

Thank you.

Sincerely,

<Employer Name>