



## BIOMETRIC INFORMATION PRIVACY POLICY

### 1. Purpose of This Policy

- a. This Biometric Information Privacy Policy (“Policy”) defines PLI Holdings, Inc.’s and its affiliates’ (collectively “the Company” or “PLI”) policy and procedures for collection, use, safeguarding, storage, retention, and destruction of Biometric Data (as hereinafter defined) collected by PLI. It is the Company’s policy to protect, use and store Biometric Data in accordance with applicable laws including, but not limited to, the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. (“BIPA”).
- b. **This Policy applies to all PLI employees and facilities wherever located; references herein to BIPA are specific to the Company’s employees located in the State of Illinois and do not apply elsewhere. If you have any questions concerning the applicability of this Policy, please contact the Company’s Human Resources Department.**
- c. PLI and/or its vendors, such as staffing agencies and payroll services, or a licensor of the Company’s time and attendance software, may use biometric identification systems for employee timekeeping, fraud prevention, and/or for security purposes at some facilities. Staffing agencies and payroll services may have separate biometric privacy policies which an employee may be required to acknowledge and consent to.

### 2. Definition of Biometric Data

As used in this Policy, Biometric Data includes “biometric identifiers” and “biometric information” which are defined as follows:

“Biometric identifier” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color.

“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. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.



### **3. The Company's Policy**

- a. PLI's policy is to protect and store Biometric Data in accordance with applicable standards and laws wherever the Company's employees and facilities are situated.
- b. An individual's Biometric Data will not be collected or otherwise obtained by PLI without the written consent of the individual. PLI will inform the employee of the reason his or her Biometric Data is being collected and the length of time the data will be stored. A Consent to Collection of Biometric Data and Release Form is included in this Policy.
- c. PLI maintains control over the information and does not and will not sell, lease, trade or otherwise profit from an individual's Biometric Data. Biometric Data will not be released by PLI unless (i) an employee's written consent is obtained, (ii) disclosure is required by law, or (iii) required by valid legal subpoena.
- d. Biometric Data will be stored, used and protected using a reasonable standard of care for PLI's industry and in a manner that is the same or exceeds the standards used to protect other confidential and sensitive information held by PLI. No PLI employee will have direct access to Biometric Data.
- e. PLI will permanently destroy Biometric Data within a reasonable period of time of when the purpose for obtaining or collecting such data has been fulfilled. Generally, this means within one (1) month of an employee's termination of employment but in no event will it be longer than three (3) years.
- f. Prior to collecting an individual's Biometric Data, PLI will obtain the written consent of the individual. Consents will be stored by PLI's Human Resources Department in employee personnel records.
- g. This Policy replaces and supersedes all previous PLI policies related to biometric information. PLI reserves the right to amend this policy at any time without notice.
- h. PLI may expand its use of Biometric Data in the future. In the event PLI begins collecting Biometric Data for any additional purpose, PLI will update this Policy.
- i. A copy of this document can be obtained from the Company's Human Resources Department upon request. It is also publicly available at [www.plicards.com/privacy-policy](http://www.plicards.com/privacy-policy).



**PLI HOLDINGS, INC.**  
**CONSENT TO COLLECTION OF BIOMETRIC DATA AND RELEASE**

The employee named below has been advised and understands that PLI Holdings, Inc. and its affiliates, vendors, and/or licensors of the Company’s time and attendance software (collectively “the Company” or “PLI”) may collect, retain, and use biometric data for the purpose of identifying employees and recording time entries when utilizing the Company’s biometric time clocks or related equipment. Biometric time clocks are computer-based systems that scan an employee’s finger for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify the employee’s identity, for example, when the employee arrives at or departs from the workplace.

PLI’s Biometric Information Privacy Policy (the “Biometric Policy”) describes the Company’s policies and procedures for the collection, storage, use, and retention of Biometric Data, which include “biometric identifiers” and “biometric information” as defined in the Biometric Policy. It is the Company’s policy to protect, use and store Biometric Data in accordance with applicable laws including, but not limited to, the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. (“BIPA”). Specifically, BIPA is applicable only to Company employees who are located at its facilities in the State of Illinois but the Company’s Biometric Policy and this Consent to Collection of Biometric Data and Release are applicable to all PLI employees and facilities wherever situated.

The employee understands that he or she is free to decline to provide Biometric Data to the Company, but that agreeing to provide such Biometric Data is a condition of employment if authorized by law. The employee may revoke this consent at any time by notifying the Company in writing. Individuals are free to decline or revoke this consent, but doing so may preclude employment by the Company as permitted by applicable law.

The undersigned employee acknowledges that he/she has received and has read the Company’s Biometric Policy, and that he/she voluntarily consents to the Company’s collection, storage, and use of Biometric Data through a biometric time clock, including to the extent that it utilizes the employee’s biometric identifiers or biometric information as defined above, and voluntarily consents to the Company providing such Biometric Data to its vendors, and/or the licensor of the Company’s time and attendance software.

Employee Full Name: \_\_\_\_\_

Employee Signature: X \_\_\_\_\_

Date: \_\_\_\_\_