

Biometric Information Security Policy

Policy: Kankakee Area Career Center has engaged the services of Data Management Inc. (DMI) Services for the specific purpose of tracking time for non-exempt employees and Cosmetology program students.

1. KACC will present employee/student with a disclosure statement as notification of the collection of biometric data.
2. DMI Services maintains the information and agrees it will not sell, lease, trade, or otherwise profit from an individual's biometric data. Biometric data will not be disclosed by KACC or DMI Services unless required by law, i.e.: valid legal subpoena.
3. Biometric data will be destroyed 1 year following the termination of employment or un-enrollment at KACC.

Explanation: Fingerprinting of employees and students constitutes the collection of biometric information. DMI stores the biometric information until such time as an employee-employer agreement is terminated, or a student is no longer enrolled at KACC.

Procedure:

1. Prior to collecting employee/student data, KACC will obtain written consent.\
2. Employees/students will have their fingerprint registered in the timeclock.
3. When employee/student uses biometric data identification system (timeclock) they are identified by a 3-to-4 digit code.
4. DMI Services will store and protect biometric data on behalf o KACC using the same standard of care and security controls it provides other confidential and sensitive information in its possession. No KACC employee will have direct access to biometric data.
5. DMI Services will delete from its systems the biometric data of former employees/students on an annual basis.

Consent to Collection of Biometric Data:

Your fingerprint will be collected by KACC and stored by DMI Services for the purpose of verifying your identify to access KACC's timekeeping system. Your fingerprint data will not be disclosed by KACC or DMI Services without your consent unless the disclosure is required by law or by valid legal subpoena. Your fingerprint data will be permanently deleted from DMI Services systems within one year following termination of employment or un-enrolling from KACC. A copy of DMI Services Biometric Information Security Policy is available upon request and is posted at: <https://www.timeclockplus.com/privacy.aspx>.

Print Name: _____

Signature: _____

Date Signed: _____

cc: Employee/Student File