



NOVATIME BIOMETRIC DATA NOTICE

Thank you for choosing NOVAtime Technology, Inc., (NTI) for Workforce Management services. We appreciate the opportunity to help you apply order, efficiency, and actionable insights to the complicated business of maximizing people.

This notice is being provided to explain how NTI collects, stores, and uses Biometric Data provided by NTI's clients and their employees and contractors. At the outset, it is important to note that NTI relies on its clients to comply with their own obligations under applicable law, which may include obtaining informed consent for the collection, use, and storage of this information, and complying with any applicable data retention and destruction requirements. This notice is only applicable to the Biometric Data NTI possesses as a result of NTI's clients' and their employees' or contractors' use of NTI's products and services.

WHAT IS BIOMETRIC DATA?

NTI's use of the term "Biometric Data" refers to the alpha-numeric value generated from a fingerprint by NTI's software. NTI does not capture, store, or use a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry.

HOW IS BIOMETRIC DATA COLLECTED?

NTI collects Biometric Data when an employee places their finger on a fingerprint reader installed on an NTI product. When the finger is placed on the reader, NTI uses software to convert the unique aspects of your finger into an alpha-numeric value (the Biometric Data). Once the Biometric Data has been created, it is transmitted to our data storage environment.

HOW IS BIOMETRIC DATA USED?

NTI may, upon receiving direction to do so from its client(s), use, collect, and store, the Biometric Data for identity verification, workplace security, or fraud prevention services, on behalf of its clients. NTI may utilize some vendors to assist with this work. Neither NTI nor its vendors sell, lease, or trade any Biometric Data received from clients, or their employees and contractors. NTI will only share Biometric Data with another third party if the client, specific individual, or the individual's authorized representative provides written consent to share the Biometric Data, or NTI is required to do so by applicable law.

HOW LONG DO YOU KEEP BIOMETRIC DATA?

NTI will retain Biometric Data only for so long as the client's employee or contractor continues to use the Products and Services, or until the client, employee, or contractor, asks NTI to delete the Biometric Data. Once the employee or contractor stops using the Product or Service, or NTI has been asked to destroy the Biometric Data, NTI will permanently destroy the Biometric Data. For so long as Biometric Data is stored, NTI will use a reasonable standard of care to store, transmit, and protect from disclosure all Biometric Data in a manner that is the same as or more protective than the manner NTI uses to protect its own information. In no cases is Biometric Data stored for more than three years after the employee or contractor has stopped using the Product or Service.

WHAT CAN INDIVIDUALS DO TO PROTECT BIOMETRIC DATA?

Please be aware of what we're using, collecting, and storing – an alpha-numeric value based upon the unique identifiers in your fingerprint – and let NTI know whether you consent to NTI collecting, storing, and using Biometric Data by clicking "OK" or "NEXT," or do not consent by clicking "CANCEL," when registering your account on an NTI product. If individuals ever wish to withdraw their consent, they may work with their supervisor to adjust the settings for the clock, so they do not need to present their finger for identify verification, workplace security, or fraud prevention purposes.

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