

Biometric Information Security Policy

1. PURPOSE

- 1.1. This Biometric Information and Security Policy (“Policy”) defines PLANO MOLDING COMPANY, LLC’s, and its affiliates, (collectively “the Company” or “Plano Molding Company”) policy and procedures for collection, use, safeguarding, storage, retention, and destruction of biometric data collected by PLANO MOLDING COMPANY.
- 1.2. The Company may use biometric identification systems for employee timekeeping and/or for security purposes at some facilities.

2. DEFINITION OF BIOMETRIC DATA. Biometric data means personal information stored by PLANO MOLDING COMPANY about an individual’s physical characteristics that can be used to identify that person. Biometric data specifically includes fingerprints and/or hand scans. As technology and systems advance, biometric data may also include voiceprints, retina or iris scan, or scan of face geometry.

3. POLICY

- 3.1. PLANO MOLDING COMPANY’S policy is to protect and store biometric data in accordance with applicable standards and laws including, but not limited to, the Illinois Biometric Information Privacy Act and Texas Biometric Privacy Law.
 - 3.2. An individual’s biometric data will not be collected or otherwise obtained by PLANO MOLDING COMPANY without the written consent of the individual. PLANO MOLDING COMPANY will inform the employee of the reason his or her biometric information is being collected and the length of time the data will be stored. A sample consent statement is included in this policy.
 - 3.3. PLANO MOLDING COMPANY 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 PLANO MOLDING COMPANY unless (i) consent is obtained, (ii) disclosure is required by law, or (iii) required by valid legal subpoena.
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- 3.4. Biometric data will be stored, used and protected using a reasonable standard of care for PLANO MOLDING COMPANY'S industry and in a manner that is the same or exceeds the standards used to protect other confidential and sensitive information held by PLANO MOLDING COMPANY. No PLANO MOLDING COMPANY employee will have direct access to biometric data.
 - 3.5. PLANO MOLDING COMPANY 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.
 - 3.6. Prior to collecting an individual's biometric data, PLANO MOLDING COMPANY will obtain the written consent of the individual. Consents will be stored by human resources in employee personnel records.
 - 3.7. This Policy replaces and supersedes all previous policies related to biometric information. PLANO MOLDING COMPANY reserves the right to amend this Policy at any time, without notice. PLANO MOLDING COMPANY may expand its use of biometric data in the future.
 - 3.8. In the event PLANO MOLDING COMPANY begins collecting biometric data for any additional purpose, PLANO MOLDING COMPANY will update this Policy.
 - 3.9. A copy of this document can be found available to the public www.planosynergy.com or "upon request".
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CONSENT TO COLLECTION OF BIOMETRIC DATA AND RELEASE

Your fingerprint will be collected and stored by PLANO MOLDING COMPANY for the purpose of verifying your identity for access to the PLANO MOLDING COMPANY timekeeping system and/or for security purposes. Your fingerprint data will not be disclosed by PLANO MOLDING COMPANY without your consent unless the disclosure is required by law or by valid legal subpoena. Your fingerprint data will be permanently deleted from PLANO MOLDING COMPANY'S systems within a reasonable period after your termination of employment pursuant to the Company's biometric data retention policy. A copy of PLANO MOLDING COMPANY'S Biometric Information Security Policy is available upon request and can be found at www.planosynergy.com.

By signing below, you consent to PLANO MOLDING COMPANY'S collection, use, and storage of your fingerprint for the above defined purpose.

Print Name: _____

Signed: _____ Date: _____
