



Biometrics Information

Multi-Color collects and retains biometric identifiers and information as defined in the Illinois Biometric Information Privacy Act, 740 ILCS 14/1 et seq., the Texas Capture and Use of Biometric Information Identification Act and other similar statutes. Information retained for up to three (3) years after an employee's last day worked may include finger and voice prints, retinal, hand, finger, or facial geometry and facial recognition scans. Biometric information is used solely to authenticate employee's information for timekeeping.

Collection and Usage

MCC will collect, capture, receive, obtain, and use certain Biometric Identifiers and Biometric Information of employees. Such Biometric Identifiers and Biometric Information are biologically unique to an individual and are used to identify an individual.

Retention Schedule

MCC permanently destroys Biometric Identifiers and Biometric Information when the initial purpose for collecting or obtaining such Biometric Identifiers and Biometric Information has been satisfied, or within three (3) years of an employee's last day of employment, whichever occurs first.

Confidentiality

MCC will store, transmit, and protect from disclosure all Biometric Identifiers and Biometric Information using a reasonable standard of care within the industry. MCC will store, transmit, and protect from disclosure all Biometric Identifiers and Biometric Information in a manner that is the same as or more protective than the manner in which the Company stores, transmits, and protects other confidential and sensitive information. MCC will not sell, lease, trade, or otherwise profit from an employee's Biometric Identifiers and/or Biometric Information. Additionally, MCC will not disclose, redisclose, or otherwise disseminate any Biometric Identifiers and/or Biometric Information unless the employee in question consents to the disclosure or redisclosure in writing; the disclosure or redisclosure completes a financial transaction requested or authorized by the employee; the disclosure or redisclosure is required by state or federal law or municipal ordinance; or the disclosure is required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

Waiver and Release

All employees are provided with this Policy and offered the opportunity to participate in processes that may or may not include biometric identifiers. If any employee is unable or unwilling to participate in any process that includes the collection and retention of biometric information, an alternate process for timekeeping can and will be implemented under the instruction and guidance of HR.