

Strom Engineering Corporation
Biometric Information Policy

- I. PURPOSE – To define the policy and procedures for collection, use, retention, and destruction of biometric data collected by Strom Engineering Corporation (“Strom”).
- II. DEFINITIONS – when the terms listed below are used in this Policy, they have the following meanings:
 - a. "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry.
 - b. “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.
- III. POLICY - Strom’s policy is to collect, use, safeguard, and delete biometric information in accordance with applicable standards and laws.
 - a. Collection – Strom will not collect or otherwise obtained biometric information without prior written consent of the individual. Strom will obtain an updated consent from any individuals whose biometric information it retains if Strom substantively amends this policy.
 - b. Permitted Use – Strom will use biometric information only to provide secure access to its timekeeping system and/or secure access to Strom or its clients’ facilities.
 - c. Prohibited Use – Strom will not use biometric information for any purpose other than the permitted uses identified in section III(b) of this policy. Strom will not disclose any individual’s biometric information to a third party without that individual’s consent unless otherwise required by law or subpoena. Strom will not sell, lease, trade, or otherwise profit from collected biometric information.
 - d. Safeguards – Biometric information will be stored using a reasonable standard of care for Strom’s industry and in a manner that is the same or exceeds the standards used to protect other confidential information stored by Strom.
 - e. Deletion – Strom will permanently destroy biometric information when the initial purpose for collecting such information has been satisfied or within three years of the individual's last interaction with Strom, whichever occurs first. Strom will comply with this retention schedule unless a valid warrant or subpoena issued by a court of competent jurisdiction impedes such compliance.

- f. Amendment – Strom reserves the right to amend this Policy at any time.
- g. Public Access – A copy of Strom’s current Biometric Information Policy is available at:
<http://www.stromengineering.com/employment/required-documents/>

Strom Engineering Corporation
Biometric Information Collection and Use Consent

1. I have been given a copy, and I have reviewed Strom Engineering Corporation's Biometric Information Policy (the "Policy").
2. I have been informed that Strom Engineering Corporation ("Strom") will collect, store, and use my biometric information as outlined in the Policy.
3. I understand that Strom will not disclose my biometric data to any third party without my consent unless such disclosure is required by law or subpoena.
4. I understand that by signing below, I consent to Strom's collection, use, and storage of my biometric information as outlined in the Policy, and I am releasing Strom from all liability to me provided it adheres to its Policy.

Employee's Name

Employee's Signature