

ClearStaff South, LLC's Biometric Identifier Retention Policy

1. Purpose

- 1.1 To establish ClearStaff South, LLC's ("ClearStaff South") retention schedule and guidelines for the destruction of biometric identifiers.

2. Definitions

- 2.1 "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or record of hand or face geometry. This policy incorporates the definition of biometric identifier utilized by the Texas Capture or Use of Biometric Identifier Act, Tex. Bus. & Com. Code § 503.001.

3. Retention Schedule and Guidelines

- 3.1 ClearStaff South's policy is to use biometric identifiers in accordance with all applicable laws, including the Texas Capture or Use of Biometric Identifier Act, Tex. Bus. & Com. Code § 503.001.
- 3.2 ClearStaff South will permanently destroy any employee's biometric identifiers within a reasonable amount of time, but not later than one year after the termination of that employee's employment with ClearStaff South, unless otherwise required by law.
- 3.3 ClearStaff South will store, transmit, and protect from disclosure the biometric identifier using reasonable care and in the same manner as ClearStaff South stores, transmits, and protects any other confidential information.