

**Release Regarding Use of Biometric Identifiers
in Connection with Employment at ClearStaff South, LLC**

ClearStaff South, LLC (“ClearStaff South”) use biometric identifiers, specifically hand geometry, to enable ClearStaff South’s employees to quickly and securely clock-in and clock-out for work for payroll purposes.

Hand Geometry: Hand geometry measures the size and shape of your hand using over 90 distinct measurements to verify your identity. These include length, width, thickness, and surface area. It does not read your fingerprints or palmprints. It also does not include any scars, marks, or tattoos.

Hand Geometry Scanners: A hand geometry scanner does not collect and store an image of your hand. Instead, it converts the image to a numerical template, which is a mathematical representation of the size and shape of your hand. The numerical template is then associated with your Employee ID Number.

Hand Geometry Scanning Process: When you are ready to clock-in or clock-out, you will enter your Employee ID Number into the hand geometry scanner’s key pad. You will then place your hand on the scanner. The device will then scan your hand’s geometry and compare it to the template associated with your Employee ID Number to verify your identity. The device will then record the time for the purpose of completing the clock-in or clock-out process.

Disclosures under Capture or Use of Biometric Identifier Act: Under Texas law, your fingerprints and hand geometry are each considered a “biometric identifier” and their use is regulated by the Capture or Use of Biometric Identifier Act, (the “Act”), located at Tex. Bus. & Com. Code § 503.001.¹ Under the Act, you are entitled to the following disclosures regarding the use of your biometric identifiers:

- ClearStaff South uses hand geometry scanners to collect and store your hand geometry;
- ClearStaff South uses your hand geometry solely to enable ClearStaff South employees to clock-in and clock-out in a quick and accurate manner for payroll purposes;
- ClearStaff South will store your hand geometry and fingerprint information only for the duration of your employment with ClearStaff South, in accordance with ClearStaff South’s retention policy for biometric identifiers.

Biometric Identifier Retention Policy: The Act defines “biometric identifiers” as including retina or iris scans, fingerprints, voiceprints, or records of hand or face geometry. ClearStaff South’s Biometric Identifier Retention Policy contains our retention schedule and guidelines, and a copy of our Retention Policy is attached to this Release.

Limitations on Disclosure: ClearStaff South will use your biometric identifiers solely for the purposes described above, and only in a manner that is consistent with the Capture or Use of

¹ The statute’s text can be accessed online at the following address:
<https://statutes.capitol.texas.gov/Docs/BC/htm/BC.503.htm>.

**Release Regarding Use of Biometric Identifiers
in Connection with Employment at ClearStaff South, LLC**

Biometric Identifier Act. Under the Act, ClearStaff South may not sell, lease, or otherwise disclose your biometric identifiers. Under the Act, ClearStaff South may not disclose your biometric identifiers unless: (1) you consent to the disclosure for identification purposes in the event of your disappearance or death; (2) the disclosure completes a financial transaction requested or authorized by you; (3) the disclosure is required by state or federal law; or (4) the disclosure is made by or to a law enforcement agency for a law enforcement purpose in response to a warrant.

Release Regarding Use of Biometric Identifiers: As a condition of my employment with ClearStaff South, LLC, I authorize ClearStaff South, LLC, and the third-party vendor who provides the biometric technology, to collect, store, and use my biometric identifiers for the duration of my employment with ClearStaff South, LLC for the purposes described above in this release.

Printed Name

Signature

Date

**Release Regarding Use of Biometric Identifiers
in Connection with Employment at ClearStaff South, LLC**

Biometric Identifier Act. Under the Act, ClearStaff South may not sell, lease, or otherwise disclose your biometric identifiers. Under the Act, ClearStaff South may not disclose your biometric identifiers unless: (1) you consent to the disclosure for identification purposes in the event of your disappearance or death; (2) the disclosure completes a financial transaction requested or authorized by you; (3) the disclosure is required by state or federal law; or (4) the disclosure is made by or to a law enforcement agency for a law enforcement purpose in response to a warrant.

Release Regarding Use of Biometric Identifiers: As a condition of my employment with ClearStaff South, LLC, I authorize ClearStaff South, LLC, and the third-party vendor who provides the biometric technology, to collect, store, and use my biometric identifiers for the duration of my employment with ClearStaff South, LLC for the purposes described above in this release.

Printed Name

Signature

Date