

Biometric Information Retention Policy

Purpose. To establish Rockford Toolcraft's retention schedule and guidelines for the destruction of biometric identifiers and biometric information.

Definitions.

- "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. This policy incorporates the definition of biometric identifier utilized by the Illinois Biometric Information Privacy Act, 740 ILCS 14/10, in its entirety, including its inclusions and exclusions.
- "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. This policy incorporates the definition of biometric information utilized by the Illinois Biometric Information Privacy Act, 740 ILCS 14/10, in its entirety, including its inclusions and exclusions. Unless specifically stated otherwise, the term "biometric information" as used in this Policy shall refer to both biometric identifiers and biometric information as defined in this section.

Retention Schedule and Guidelines.

Rockford Toolcraft's policy is to use biometric information in accordance with all applicable laws, including the Illinois Biometric Information Privacy Act, 740 ILCS 14/1, *et seq.* Rockford Toolcraft will keep this policy publicly available on its website.

Unless a valid warrant or subpoena issued by a court of competent jurisdiction requires otherwise, Rockford Toolcraft will permanently destroy biometric information when the initial purpose for collecting or obtain such information has been satisfied or within 3 years of the individual's last interaction with Rockford Toolcraft, whichever occurs first.

In the case of an employee's biometric information obtained as a condition of that employee's employment, unless a valid warrant or subpoena issued by a court of competent jurisdiction requires otherwise, Rockford Toolcraft will permanently destroy that employee's biometric information within thirty (30) days after the termination of that employee's employment with Rockford Toolcraft.

In the case of a temporary worker's biometric information obtained in connection with that temporary worker's work at Rockford Toolcraft, unless a valid warrant or subpoena issued by a court of competent jurisdiction requires otherwise, Rockford Toolcraft will permanently destroy that temporary worker's biometric information within sixty (60) days after the date the temporary worker last worked at Rockford Toolcraft.

Rockford Toolcraft will not sell, lease, trade, or otherwise profit from a person's biometric information.

Rockford Toolcraft will not disclose, redisclose, or otherwise disseminate a person's biometric information unless:

- The subject of the biometric information or the subject's legally authorized representative consents to the disclosure or redisclosure;
- The disclosure or redisclosure completes a financial transaction requested or authorized by the subject of the biometric information or the subject's legally authorized representative;
- 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.

Rockford Toolcraft will store, transmit, and protect from disclosure all biometric information using the reasonable standard of care within the industry and in the same manner as Rockford Toolcraft stores, transmits, and protects other confidential and sensitive information that can be used to uniquely identify an individual or an individual's account or property, such as genetic markers, genetic testing information, a unique identifier number to locate an account or property, an account number, a PIN number, a pass code, a driver's license number, or a social security number.