

Madison County Government
Biometric Information Security Policy

1. PURPOSE

1.1. This Biometric Information and Security Policy (“Policy”) defines Madison County Government’s (MCG) policy and procedures for collection, use, safeguarding, storage, retention, and destruction of biometric data collected by MCG.

1.2. MCG uses biometric identification systems for employee timekeeping with regard to payroll. MCG collects, stores, and uses employee biometric data for the purpose of giving employees secure access to MCG’ timekeeping system and to document employees’ (i) clock in/out time(s); (ii) clock in/out location(s); and (3) attempts/failures/errors in biometric data scans.

2. POLICY STATEMENT

2.1. This Policy replaces and supersedes all previous policies related to biometric information. MCG reserves the right to amend this Policy at any time. MCG may expand its use of biometric data in the future.

2.2. In the event MCG begins collecting biometric data for any additional purpose, MCG will update this Policy.

2.3. A copy of this document can be found at <http://www.co.madison.il.us/HRIS/index.php> or upon “written request”.

3. DEFINITION OF BIOMETRIC DATA

3.1. Biometric data means personal information stored by MCG via its timekeeping system about an individual’s physical characteristics that can be used to identify that person. Biometric data specifically includes fingerprints.

4. POLICY

4.1. MCG’s policy is to protect and store biometric data in accordance with applicable standards and laws including, but not limited to, the Illinois Biometric Information Privacy Act.

4.2. An individual’s biometric data will not be collected or otherwise obtained by MCG without prior written consent of the individual. MCG will inform the employee of the reason his or her biometric information is being collected and the length of time the data will be stored. A consent statement is included in this policy and will be tailored to fit the type of biometric data collected and purpose(s) for collection.

4.3. MCG will not sell, lease, trade, or otherwise profit from an individual’s biometric data. Biometric data will not be disclosed by MCG unless (i) consent is obtained, (ii) required by law, or (iii) required by valid legal subpoena.

4.4. Biometric data will be stored using a reasonable standard of care in the human resource industry and in a manner that is the same or exceeds the standards used to protect other confidential and sensitive information held by MCG.

4.5. MCG will destroy biometric data within a reasonable period of time of when the purpose for obtaining or collecting such data has been fulfilled. Generally, this means within six (6) months of an employee's termination of employment.

4.6 In the event that the employee objects to the collection of biometric data for reasons protected by law, MCG will provide a reasonable alternative means of compliance with timekeeping requirements.

5. PROCEDURE

5.1. Prior to collecting an employee's biometric data, MCG will obtain the consent of the employee.

5.2. Employees will have their biometric data registered.

5.3. When an employee uses a biometric data identification system, they are identified by their Payroll person code. The biometric data cannot be regenerated from the digital data.

5.4. MCG will store, transmit, and protect biometric data using the same standard of care and security controls it provides other confidential and sensitive information in its possession. No MCG employee will have direct access to biometric data.

5.5. MCG will delete from its systems the biometric data of former employees on a biannual basis.

6. CONSENT TO COLLECTION OF BIOMETRIC DATA

Your biometrics will be collected and stored by MADISON COUNTY GOVERNMENT (MCG) for the purpose of verifying your identity for access to the MCG timekeeping system. Your biometric data will not be disclosed by MCG without your consent unless the disclosure is required by law or by valid legal subpoena. Your biometric data will be permanently deleted from MCG's systems within a reasonable period after your termination of employment pursuant to the Company's biometric data retention policy. A copy of MCG's Biometric Information Security Policy is available upon request and is posted at: <http://www.co.madison.il.us/HRIS/index.php>.

By signing below, you consent to MADISON COUNTY GOVERNMENT'S collection, use, and storage of your biometrics for the above defined purpose.

Print Name: _____

Signed: _____ Date: _____

cc: signed copy to Personnel File

02/12/2018