



Face Clock-In Notice and Consent

For the Organization to complete and give to a member before enrolling them in face clock-in. The Organization keeps the signed form with the member's records; it does not need to be sent to Station Clipboard. This form is not legal advice; have it reviewed for your state.

1 ORGANIZATION

ORGANIZATION NAME

WHO TO CONTACT WITH QUESTIONS OR TO WITHDRAW CONSENT

OTHER WAYS THIS MEMBER CAN CLOCK IN (FOR EXAMPLE, A PIN OR A USERNAME AND PASSWORD)

2 NOTICE

The Organization named above offers face clock-in at the Time Clock through Station Clipboard, a service of Station Automation Solutions LLC. If you enroll, the camera of the device you use captures images of your face, and software on that device turns them into a **face template**: a set of numbers describing the geometry of your face. Station Automation Solutions LLC stores the template, encrypted, on the Organization's behalf, and compares it with a new template each time you clock in or out with your face. **No photos of your face are stored.**

Purpose. The template is used only to confirm your identity when you clock in or out. It is not sold, leased, or traded, not used for any other purpose, and not shared except with the service providers that store it in encrypted form or as the law requires.

How long it is kept. The template is permanently destroyed at the earliest of: when your enrollment is reset; when your account is deleted; within 30 days after you leave the Organization or withdraw this consent; or one year after your last interaction with the Organization through Station Clipboard. The full schedule is in the Station Clipboard Biometric Information Policy at stationclipboard.com/biometric-policy.

It is your choice. Face clock-in is optional. If you do not consent, you can clock in another way, listed above, with no penalty. You may withdraw consent at any time using the form on page 2.

3 MEMBER'S CONSENT

I have read this notice. I consent to the Organization and Station Automation Solutions LLC collecting, storing, and using my face template as described above.

MEMBER'S PRINTED NAME

USERNAME OR MEMBER ID (OPTIONAL)

MEMBER'S SIGNATURE

DATE

If the member is a minor, a parent or guardian also signs Part 4 on page 2.

**4 PARENT OR GUARDIAN (IF THE MEMBER IS A MINOR)**

I am the parent or legal guardian of the member named on page 1. I have read the notice and I consent to the collection, storage, and use of the member's face template as described.

PARENT OR GUARDIAN'S PRINTED NAME

RELATIONSHIP

PARENT OR GUARDIAN'S SIGNATURE

DATE

FOR OFFICE USE ONLY

ENROLLMENT APPROVED BY

ENROLLED ON

☐ A copy of this notice and the Biometric Information Policy was given to the member

Withdrawal of Consent and Template Deletion

For a member who no longer wants to use face clock-in. Give the completed part below to the Organization's administrator, who resets the member's enrollment. Resetting deletes the face template immediately.

5 MEMBER

MEMBER'S PRINTED NAME

ORGANIZATION NAME

I withdraw my consent to face clock-in. Please reset my enrollment and permanently delete my face template. I will clock in another way from now on.

MEMBER'S SIGNATURE (OR PARENT OR GUARDIAN FOR A MINOR)

DATE

6 ORGANIZATION

Reset the member's enrollment in Time Clock as soon as possible, and no later than 30 days after receiving this form. Our daily check also destroys a template 30 days after the member's account is disabled.

ENROLLMENT RESET BY

RESET ON (DATE)

☐ The member was told that their template has been deleted☐ The member has another way to clock in

Questions about face templates can also be sent to Station Automation Solutions LLC at hello@stationclipboard.com with the subject line "Biometric Request." We confirm requests with the Organization and act on them.