

UNLV TCP - Biometric Policy

TimeClock Plus (TCP) uses biometrics to accurately identify employees and record time worked for Classified Employees at UNLV. In efforts to comply with various Biometric Information Privacy Acts, application administrators are requesting that all users that have submitted or will submit their fingerprints for the use of TimeClock Plus read the details of the policy and sign the acknowledgment portion of this document. These documents will be kept in your employee folder with your direct supervisor.

By presenting your biometric information (fingerprint) for enrollment into TimeClock Plus, you understand that the biometric information is collected, stored and used by TimeClock Plus is for the purpose of authenticating you while using TimeClock Plus for purposes of tracking and reporting time and attendance. You further understand that the collection, storage and use of this biometric information may continue throughout your employment, but it will be purged and destroyed after the purpose for collecting it has been satisfied or within three years after your employment ends, whichever is first.

Your biometric identifier will not be sold, leased, traded or otherwise used for profit. Your biometric identifier will be disclosed to your employer and certain vendors (i.e., data and web hosting services), solely for the purpose of providing services on our behalf. It will not otherwise be disclosed or disseminated without your consent except when required by law or requested via warrant or subpoena. Your biometric identifier will be protected using the reasonable standard of care for such confidential and sensitive information in our institution.

Employee Acknowledgement

By presenting my biometric information for capture (e.g., this act of biometric enrollment), I attest that I have read, understand, and agree to the above disclosure, and consent to the collection, disclosure, storage and use of your biometric information as described herein.

Printed Name: _____ Date: _____

Signature: _____