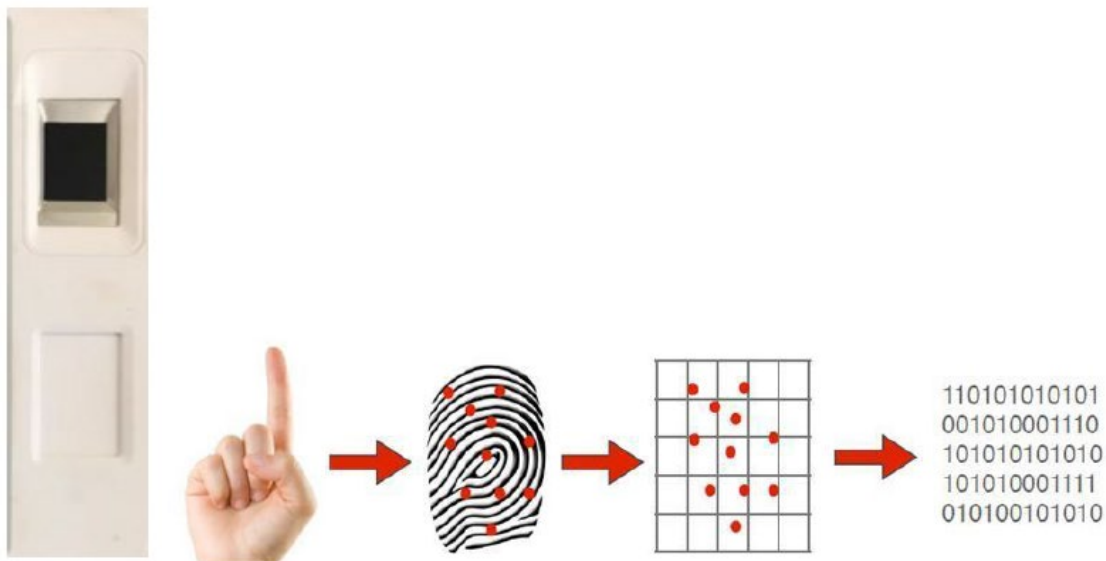


Fingerprint Conversion/Data Protection

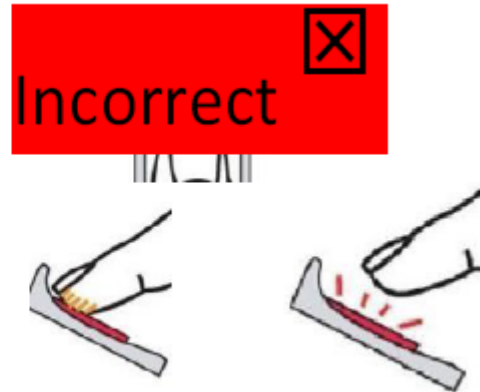
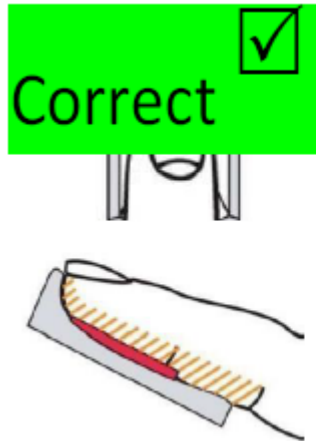
The fingerprint scanner system has two basic jobs -- it needs to get an image of your finger, and it needs to determine whether the pattern of ridges and valleys in this image matches the pattern of ridges and valleys in pre-scanned images. Only specific characteristics, which are unique to every fingerprint, are filtered and saved as a mathematical representation. Therefore, there is no requirement to store finger prints.



What are the data protection issues that have been identified?

It is important to note that these biometric time clocks do not actually collect and store fingerprints. Instead, it saves a mathematical representation of the employee's biometric data. When the biometric time clock scans a finger during a supervised enrolment process, only an encrypted mathematical representation of the fingerprint is stored. Thus, it's virtually impossible to duplicate the original image from that mathematical representation.

Securing the Best Reading



- Ensure you are using the correct finger(s) – the one which you registered with
- Ensure you are applying your finger with sufficient pressure to allow the machine to identify you
- Try giving your hands a wipe if they may be a little oily
- Try warming your hands if they are particularly cold
- It may take a few attempts until you get used to the position and pressure your fingers needs to be in order to clock successfully.

Cleaning the Timeclock

- **It is NOT recommended** that you regularly use industrial cleaning solvents (especially those that are alcohol-based) on the scanning surface. Repeated use could lead to the silicone layer becoming damaged. Such damage will result in decreased capture sensitivity.
- If a sticky substance is spilled on the scanner surface, a small amount of mild ammonia-based cleaner (e.g. Windex) can be sprayed onto a cloth (not paper) and blotted or gently wiped on the problem area and blot the area dry.
- Do not spray any cleaners directly on to the scanning surface.
- Do not use paper towels to clean the scanner as these can leave paper particles on the silicone layer.



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