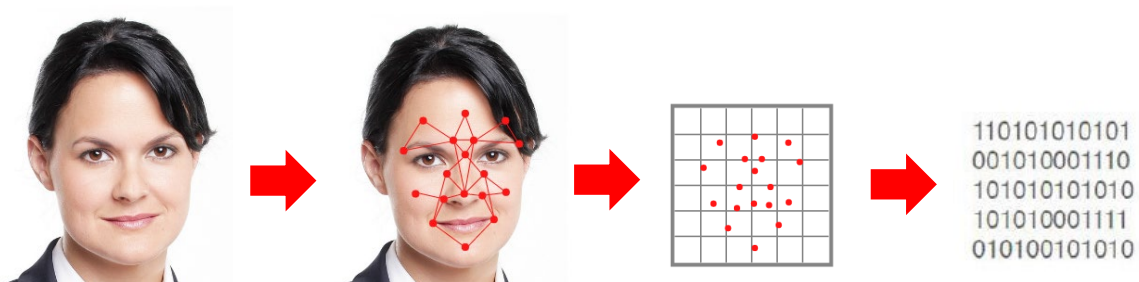


Facial Template Conversion/Data Protection

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



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 facial images. Instead, it saves a mathematical representation of the employee's biometric data. When the biometric time clock scans a facial during a supervised enrolment process, only an encrypted mathematical representation of the facial image is stored. Thus, it's virtually impossible to duplicate the original image from that mathematical representation.

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 facial scanning unit.
- Do not use paper towels to clean the facial scanning unit as these can leave paper particles on the device.

August 2021