

PRO-TECH SALES CO., INC. BIOMETRIC PRIVACY POLICY

Pro-Tech Sales Co., Inc. (“Pro-Tech”), in compliance with the Illinois Biometric Information Privacy Act, has created this policy to govern its retention and destruction of both biometric identifiers and biometric information it collects. “Biometric identifiers” means a retina or iris scan, fingerprint, voiceprint, or a scan of hand or face geometry. “Biometric information” means any information based on biometric identifiers. Biometric identifiers and biometric information are collectively referred to as “Biometric data.”

Pro-Tech will not collect or otherwise obtain an individual’s biometric data without the individual’s prior written consent.

Pro-Tech will store, transmit and protect from disclosure all biometric data using a reasonable standard of care for Pro-Tech’s industry and in a manner that is the same or exceeds the standards used to protect other confidential and sensitive information held by Pro-Tech.

Pro-Tech will not disclose or redisclose an individual’s biometric data unless:

- (a) the individual consents in writing to the disclosure or redisclosure;
- (b) the disclosure or redisclosure is necessary to complete a financial transaction requested or authorized by the individual;
- (c) the disclosure or redisclosure is required by law; or
- (d) the disclosure or disclosure is required by a warrant or subpoena.

Pro-Tech will not sell, lease, trade, or otherwise profit from an individual’s biometric data.

Pro-Tech will destroy an individual’s biometric data upon the earlier of when the initial purpose for obtaining or collecting such data has been fulfilled or within three years of the individual’s last interaction with Pro-Tech, unless the destruction is prevented by a warrant or subpoena.

Pro-Tech reserves the right to amend this Biometric Privacy Policy at any time.

A copy of this policy is posted at <http://protechcompanyinc.com>.

**NOTICE OF COLLECTION, USE, STORAGE, RETENTION AND DESTRUCTION
OF BIOMETRIC DATA**

Pro-Tech Sales Co., Inc. (“Pro-Tech”) will collect, use, store and retain your biometric data for the purposes of verifying your identity and your work hours. Pro-Tech will permanently destroy your biometric data upon the earlier of when the initial purpose for obtaining or collecting such data has been fulfilled or within three years of your last interaction with Pro-Tech.

EMPLOYEE RELEASE AND CONSENT TO COLLECTION OF BIOMETRIC DATA

I have received, read and understood Pro-Tech’s Biometric Information Security Policy and the foregoing Notice of Collection, Use, Storage, Retention and Destruction of Biometric Data, and I hereby release and consent to Pro-Tech’s collection, use, storage, retention and destruction of my biometric data for the above-defined purposes as a condition of my employment.

SIGNATURE

PRINTED NAME

DATE