

## BIOMETRIC DATA NOTICE

Thank you for choosing Ascentis! Ascentis Corporation, and its subsidiaries and affiliates, including, but not limited to NOVAtime Technology, Inc., (collectively “ASC,” “we,” “us,” and “our”) is a leading provider of easy-to-use human capital management and workforce management products and services.

This notice is being provided to explain how ASC collects, stores, and uses Biometric Data provided by ASC’s clients and their employees and contractors. At the outset, it is important to note that ASC relies on its clients (who may be your employer) to comply with their own obligations under applicable law, which may include obtaining informed consent and providing notice for the collection, use, and storage of this Biometric Data, and complying with any applicable data retention and destruction requirements. This notice is only applicable to the Biometric Data ASC possesses as a result of ASC’s clients’ employees’ or contractors’ use of ASC’s products and services.

### WHAT IS BIOMETRIC DATA?

ASC’s use of the term “Biometric Data” refers to the alpha-numeric value generated from an image of your biometric feature which is not easily modifiable by you, such as your retina or iris, fingerprints, voiceprints, or hand or face geometry.

### HOW IS BIOMETRIC DATA COLLECTED?

Biometric Data is created when you use the biometric feature of one of our timeclocks, such as, for example, when you place or your finger or hand on the timeclock’s scanner. ASC uses a mathematical algorithm to convert the unique aspects of your biometric feature into an alpha-numeric value (the “Biometric Data”). Once the Biometric Data has been created, it is stored at a site controlled by our client (your employer) or transmitted to our data storage environment.

### HOW IS BIOMETRIC DATA USED?

ASC collects, uses, and stores, Biometric Data for identity verification, workplace security, or fraud prevention purposes, as part of the services provided by ASC to its clients. Neither ASC nor its vendors sell, lease, or trade any Biometric Data. ASC will only share Biometric Data with another third party if the client, specific individual, or the individual’s authorized representative provides written consent to share the Biometric Data, or ASC is required to do so by applicable law. Importantly, Biometric Data cannot be used to recreate your biometric feature.

### HOW LONG DO YOU KEEP BIOMETRIC DATA?

ASC will retain Biometric Data only for so long as you continue to use the Products and Services, or until you or our client (your employer) ask us to delete the Biometric Data. Once you stop using the timeclock, or if ASC has been asked to destroy the Biometric Data, ASC will permanently destroy the Biometric Data. For so long as Biometric Data is stored, ASC will use a reasonable standard of care to store, transmit, and protect from disclosure all Biometric Data in a manner that is the same as or more protective than the manner ASC uses to protect its own information. In no cases is Biometric Data stored for more than three years after the individual has stopped using ASC’s Product or Service.

### WHAT CAN INDIVIDUALS DO TO PROTECT BIOMETRIC DATA?

Please be aware of what we’re using, collecting, and storing – an alpha-numeric value based upon your biometric features – and let ASC know whether you consent to ASC collecting, storing, and using Biometric Data by clicking “OK” or “NEXT,” or do not consent by clicking “CANCEL,” when enrolling yourself in our timeclock. If individuals ever wish to withdraw their consent, they may work with their supervisor to adjust the settings for the clock, so they do not need to present their finger or hand for identify verification, workplace security, or fraud prevention purposes. Individuals may also contact [privacy@ascentis.com](mailto:privacy@ascentis.com) to request us to delete your Biometric Data or ask any questions related to this Biometric Notice.