

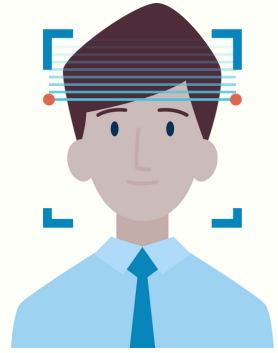


BIOMETRIC DATA

#1 - WHAT IS BIOMETRIC DATA?

PHYSICAL OR BEHAVIORAL HUMAN CHARACTERISTICS THAT CAN BE USED TO IDENTIFY A PERSON, CREATE USER PREFERENCE PROFILES, ASSESS A SPECIFIC PERSON'S HEALTH OR ABILITY, OR AUTHORIZE ACCESS TO SYSTEMS, DEVICES OR DATA, INCLUDING BUT NOT LIMITED TO:

- DNA
- FINGERPRINTS, PALM PRINTS AND HANDPRINTS
- IRIS OR RETINA SCANS
- FACIAL AND VOICE RECOGNITION
- WALKING GAIT
- BODY TEMPERATURE
- HEART AND BREATH RATE



#2 - WHY DOES IT MATTER?



THIS TYPE OF INFORMATION IS CONSIDERED SENSITIVE IN NATURE AND SPECIAL RULES APPLY TO ITS COLLECTION, USE AND MANAGEMENT. U.S. STATES, LIKE ILLINOIS, WASHINGTON AND TEXAS, AND CERTAIN U.S. CITIES LIKE PORTLAND AND NEW YORK, AS WELL AS THE UK AND COUNTRIES IN THE EU, AMONG OTHERS, REQUIRE BUSINESSES TO TAKE CERTAIN STEPS BEFORE COLLECTING BIOMETRIC DATA. VIOLATING THESE LAWS CAN LEAD TO LARGE FINES AND REPUTATIONAL HARM.

#3 - WHEN IS IT USED?

IT MAY BE USED FOR IDENTIFICATION AND AUTHENTICATION AND IN PROCESSES FOR TRACKING TIME AND ATTENDANCE, ALLOWING ACCESS TO BUILDINGS, OPERATING A MOTOR VEHICLE, DETECTING HEALTH CONCERNS, ADDRESSING SAFETY CONCERNS OR ENSURING COMPLIANCE WITH LAW OR POLICY.



#4 - WHAT SHOULD YOU DO?

- **ASSESS:** BEFORE PROCEEDING ENGAGE YOUR LEGAL DEPARTMENT TO REVIEW ANY COLLECTION, USAGE, STORAGE, OR TRANSMISSION OF BIOMETRIC INFORMATION.
- **COMPLY:** READ AND COMPLY WITH THE COMPANY'S BIOMETRIC POLICY, WHICH CAN BE FOUND ON [NAVIGATOR](#)
- **NOTICE:** NOTIFY ALL AFFECTED INDIVIDUALS—EMPLOYEES OR OTHERWISE—OF THE COLLECTION AND PROVIDE THE BIOMETRIC DATA POLICY.
- **CONSENT:** PRIOR CONSENT MAY BE REQUIRED. BE SURE TO GET ANY CONSENT BEFORE COLLECTION IN A FORMAT THAT CAN BE STORED. IF YOU ARE UNSURE WHETHER CONSENT IS REQUIRED, CONTACT YOUR LEGAL DEPARTMENT OR DATAPROTECTION@RPMINC.COM.
- **SECURE:** ENSURE THAT BIOMETRIC DATA IS TREATED AS HIGHLY SENSITIVE DATA, STORED IN A SECURE PLACE AND THAT ACCESS TO IT IS RESTRICTED AND PROTECTED.
- **RETAIN:** APPLY RETENTION PERIODS IN ACCORDANCE WITH APPLICABLE LAW IF YOU ARE UNSURE HOW LONG TO KEEP BIOMETRIC DATA CONTACT YOUR LEGAL DEPARTMENT OR DATAPROTECTION@RPMINC.COM.



NOTICES AND CONSENT FORMS FOR U.S. JURISDICTIONS CAN BE FOUND [HERE](#). IF YOU ARE OUTSIDE THE U.S., PLEASE CONTACT YOUR LEGAL DEPARTMENT OR DATAPROTECTION@RPMINC.COM FOR INSTRUCTIONS.



WE ARE RPM AND OUR SUCCESS DEPENDS ON EACH OF US FOLLOWING THE RIGHT ROUTE AND EMBRACING OUR VALUE OF 168® TO MAKE THE RIGHT DECISIONS.

CONTACT US: DATAPROTECTION@RPMINC.COM

