Biometric Information
Privacy Act Compliancy

In October 2017, Synel Americas added a feature to software product XactTime to be compliant with the Biometric Information Privacy Act (BIPA). It is the law in some states to provide a means to remove personally identifiable biometric data from storage systems. In addition to state laws that require employers to remove biometric data within a specific timeframe after termination, the employer may also be court ordered to remove the biometric data, or the employee may request that their biometric data be scrubbed from the system.

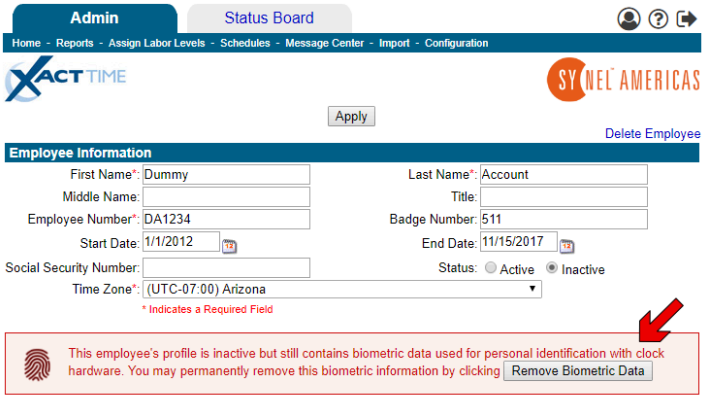
Synel Americas does not automatically remove biometric data because many of our clients have seasonal employees and their account may be marked inactive during that time (an inactive account is not indicative of termination, merely that they are prevented from logging in or recording work hours). If seasonal employees had their biometric data removed upon inactivation, they would have to be re-enrolled each time they were activated again. Our solution is to provide the means to remove the biometric data, but leave the removal up to the client in accordance with the client's termination processes and individual state law.

Accessibility within XactTime:

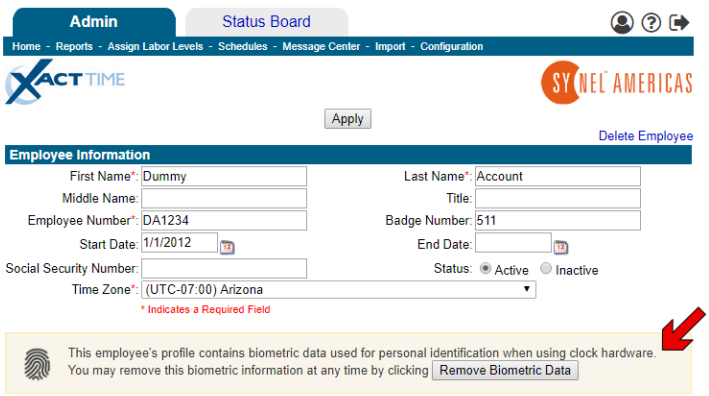
- To remove an employee's biometric information for Fingerprint & HandPunch devices from XactTime, you must go to the edit employee account screen, and if (only if) the employee has biometric data stored in XactTime a fingerprint icon will appear with a notification box. You can remove an employee's biometric data by clicking the "Remove Biometric Data" button.
- The box will be a faint yellow "information" box if the employee is currently active. If the employee is currently inactive, the box will appear red as an indicator that removal of the biometric data may be necessary in accordance to the client's processes or state law.
- Once removed, biometric data cannot be restored through the software, the employee must be re-enrolled by registering their fingerprints at the clock to replace the biometric data.

Below are two screen samples, one with how the box appears when the employee is active, and one with how the box appears if the employee is inactive. If there is no biometric data being stored for the employee, the box will not appear at all.

Inactive Employee Sample Screen:



Active Employee Sample Screen:



Have additional questions? We're here to help. Call 480-374-7730 or Send an email to techsupport@synel-americas.com