



## Illinois Heartland Library System

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MEMO TO: IHLS Board  
FROM: Leslie M. Bednar  
DATE: October 23, 2020  
RE: IHLS Policy Regarding Biometric Information

Illinois Heartland Library System recognizes that Illinois is in a unique position with respect to the collection of biometric information. The [Biometric Information Privacy Act](#) (740 ILCS 14) (or BIPA) imposes requirements on organizations that collect biometric information like fingerprints, retina scans, and facial geometry scans (which could mean the identification of individuals through photographs). As we have worked with the timeclocks in all three locations this year, we understood a biometric policy would also be needed. We must have a policy in place if we are to use the data with payroll in the future.

Attached please find the draft policy. It was crafted by legal counsel and shared with the Personnel Committee at their October meeting where it was approved with suggested changes. Subsequently, the Executive Committee moved the policy forward to the full board.

Thank you for your thoughtful consideration. Please let me know if you have any questions.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **ILLINOIS HEARTLAND LIBRARY SYSTEM** **POLICY REGARDING BIOMETRIC INFORMATION**

### **Collection and Use of Biometric Information**

#### **General Statement of Purpose**

Illinois Heartland Library System ("IHLS") is a public employer and therefore not covered by any requirement to provide its employees with the information in this policy. However, IHLS at all times desires to be as transparent as possible and to provide all information relevant to our employees' employment and work atmosphere to our employees which is why this policy has been implemented and provided to each employee.

IHLS has a new timekeeping system which has not been put into use as of August 2020 but may be put fully into use in the future, should we find that the timekeeping system works well with our payroll system. Should IHLS put the new timekeeping system in full use, it may require collection of certain "biometric identifiers" from its employees, limited only to an employee fingerprint. IHLS recognizes the sensitive nature of such biometric identifiers, and the biometric information that is based on an employee's biometric identifiers and therefore is committed to protecting such information with the same care and diligence that it uses to protect other confidential and sensitive information maintained by IHLS. In an effort to further this commitment, this policy: (i) establishes guidance for the collection, retention, and treatment of biometric information obtained or received by IHLS; and (ii) establishes procedures and guidelines for destroying biometric information.

This policy shall be provided to every IHLS employee and also published on the IHLS website, making it available to the public. This policy is also available separately for any employee who desires a copy from the Human Resources Department at IHLS.

#### **Biometric Information Collected and Utilized by IHLS**

Biometric data includes both "biometric identifiers" a "biometric information." "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scans of hand or facial geometry. Biometric identifiers do not include any of the following items: writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers. As mentioned above, the only biometric information that IHLS will collect/have access to is each employee's fingerprint.



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If the above-mentioned system is put into place, IHLS will collect employee fingerprints, and utilize them in connection with its timekeeping procedures. Specifically, employees may be required to scan their fingerprint when they clock in to work each day to confirm that the employee is actually present on IHLS premises or at an assigned work site at the time that he or she is clocked in. This information will be used to ensure that employees are paid properly for time worked.

### **Collection of Biometric Information**

In addition to the general notice provided in this policy, each employee whose biometric data will be collected is provided with specific written notice advising the employee that a biometric identifier will be collected and the purpose of such collection, as well as the length of time the data will be stored and used, and each such employee must, as a condition of employment, sign a release consenting to IHLS's collection of the employee's biometric information.

### **Retention of Biometric Information**

Biometric identifiers collected under this policy, and any biometric information that is based on an employee's biometric identifiers will be retained until such time as the employee's employment with IHLS is terminated, and will be destroyed when the **first** of the following occurs: (a) the initial purpose for collecting or obtaining such identifiers has been satisfied such as the end of an employee's employment, or (b) three (3) years after the end of each employee's employment. All biometric identifiers and biometric information derived from identifiers shall be maintained in secured files to which only Human Resources personnel shall have full access. The security measures used to protect biometric identifiers and biometric information will be at least as rigorous as those measures used to protect other IHLS confidential and sensitive information. No person without authorization (including any person outside the Human Resources Department) will be provided with the passwords and/or other security in place to be able to access fingerprint data.

Nothing in this policy shall be construed to prohibit IHLS from maintaining certain records derived from the use of the employee's biometric identifiers or biometric information (for instance, the employee's time records) for a longer period of time in IHLS's discretion and/or as required by law.

IHLS will not sell, lease, trade, or otherwise disseminate or disclose an employee's biometric identifiers or biometric information unless and until: (1) the employee provides written consent to the disclosure; (2) IHLS is compelled to disclose the biometric information pursuant to a valid warrant or subpoena; or (3) IHLS is required to disclose the information under a federal or state law or municipal ordinance.



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By signing below, you acknowledge receipt of a copy of this Policy:

Received: \_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**NOTIFICATION AND RELEASE REGARDING  
USE OF BIOMETRIC INFORMATION FOR EMPLOYMENT PURPOSES**

Illinois Heartland Library System, at all times, desires to ensure its employees are fully aware of workplace practices and procedures. As a public employer, IHLS is not covered by the provisions of the Illinois Biometric Information Privacy Act. This Act regulates the collection, storage, use, and retention of “biometric identifiers” such as, a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry and “biometric information” such as any information, regardless of how it is captured, converted, stored or shared, based on an individual’s biometric identifier, used to identify an individual for private employers. IHLS’s is collection, utilization, and storage of biometric information is for time-keeping purposes only. It is to ensure that employees are properly paid for time worked, in conjunction with IHLS’s timekeeping platform.

Biometric Information will be permanently destroyed by IHLS upon the **earliest** of the following events:

- (a) The initial purpose for collecting or obtaining such information has been satisfied, such as the end of the employment relationship
- (b) Three (3) years from your date of separation, whichever occurs first.

IHLS will treat all biometric information as highly confidential and sensitive. IHLS will use all reasonable measures to ensure the information is protected to the same or greater extent that IHLS protects other confidential information. IHLS will not sell, lease, trade, or profit from the disclosure of any such information to third parties. Additionally, IHLS will not disclose or distribute any biometric information except as specifically permitted or required by applicable law.

By signing below, you acknowledge having received a copy of the “Illinois Heartland Library System Policy Regarding Biometric Information” (the “Policy”). By signing below, you hereby consent to IHLS’s collection of biometric data described above and hereby release IHLS from any and all claims arising out of or based upon IHLS’s collection and use of biometric data as described herein.

By signing below, you acknowledge that you have read, understand, and agree to the policies and practices set forth within this written Notification and Release and release IHLS from all claims resulting from or associated with the process described herein and in the Policy.

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Printed Name

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Signature of Applicant or Employee

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Date