

SAMPLE BIOMETRIC INFORMATION CONSENT FORM

What:

The Illinois Biometric Information Privacy Act (BIPA) requires us to inform you and receive your written permission before collecting or using biometric information, such as a fingerprint, thumb scan, or facial scan. Our center may use a biometric scanner to confirm the identity of parents and other authorized individuals during child check-in and check-out, helping us ensure a safe and secure process for everyone.

Description of Biometric Data

[Center name here] uses Procure software and a biometric fingerprint ID pad check-in system solely to identify and confirm parents/guardians or authorized pick-up persons for child check-in and check-out. The Biometric Fingerprint ID scan does not produce a picture or image of individual fingerprints. The system electronically scans hundreds of data points on the finger that are converted through multiple processes to a mathematical representation. There is no useful information preserved in the scan. It cannot be reverse-engineered to recreate a fingerprint.

[include other data in the event you use other tools – delete this line if not needed]

Purpose of Collection

Our fingerprint ID check-in system helps keep your children safe by making sure that access codes are only used by the people they are assigned to. This allows us to maintain an accurate record of who is picking up and dropping off each child. Any parent or authorized person picking up a child will need to register in the system so their visits can be recorded. The fingerprint ID pad is used only by parents, approved pickup individuals, and staff members.

Your biometric information is kept secure and will never be sold, shared, or used for any purpose other than our check-in process, unless required by law.

Data Storage and Protection

- Biometric identifiers and templates are stored securely on encrypted systems.
- Access is restricted to a limited number of authorized Procure personnel only.
- Procure implements reasonable technical safeguards to protect biometric data from unauthorized access, disclosure, or misuse.

Data Retention and Destruction

In compliance with the Biometric Information Privacy Act (BIPA), biometric information is securely and permanently deleted when it is no longer needed. This will happen either within three years of your last interaction with the childcare center or once the original purpose for collecting the information has been met—whichever comes first.

If you prefer, you may also request in writing that your biometric information be deleted sooner.

Your rights under Illinois law:

- Refuse to provide biometric data
- Ask to use an alternative check-in/check-out option
- Inquire about your stored biometric information
- Revoke your consent at any time in writing

Note: Declining or revoking consent will not affect your child's enrollment. An alternative verification method will be provided.

Consent and Acknowledgment

You must be 18 years + to provide permission to collect biometric data.

By signing below, you acknowledge and agree that:

- You have received and read this Biometric Information Consent.
- You understand the purpose for collecting and using biometric data.
- You consent to the collection, use, storage, and destruction of your biometric thumb scan for childcare check-in/check-out purposes as described above.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____