

# Information

## Recommendation for the Use and Handling of Biometric Data in the Company

Technologies Solutions Trends Experience

**To follow the rules and regulations of the data privacy protection, iSM recommends the use of biometric procedures:**

1. The collection, storage and processing is only permissible if either a legal basis or a voluntary and informed approval of the person concerned is given (see § 4 paragraph 1 German Data Protection Act (DBSG)).
2. From the perspective of the employer it must be expected that some employees refuse to give consent for biometric recognition. It is therefore necessary to provide a non-biometric alternative approach which causes no disadvantages to the user. This is also for users who cannot be identified through biometrics.
3. For a data secure biometrical procedure, the processing should be transparent and users should keep control of their data. This means that in addition to external storage under the control of the user, no covered data can be collected. Procedures, evaluated only with cooperation of the users are eligible.
4. All users should sign a voluntariness statement.
5. All users have the right of details and information about the deletion of their data.
6. The licensee is obligated to limit the access to the biometrical data to the use only necessary for the application. To pass this data to third parties is prohibited unless otherwise regulated by the law.
7. No additional data is captured without the user's consent. The collection of biometrical data requires a physical function by the user.