Biometric Attendance Consent

Notice and consent for employees and candidates.

COMPANY

HR CONTACT EMAIL

Employee or candidate

FULL NAME

EMAIL

EMPLOYEE ID (IF ANY)

PHONE

LOCATION

SYSTEM

VENDOR

What this covers

Biometric attendance records when you arrive and leave. The device stores a mathematical template of your fingerprint or face, not an image, and it cannot be turned back into a picture.

- The template is used only for attendance and access control, never for monitoring productivity or for any other purpose.
- It is encrypted, stored on the device or the vendor's servers in India, and deleted within 30 days after you leave.
- If you do not consent, you can use an RFID card or PIN instead, without any penalty.

Consent

- [ ] I consent to enrolling my biometric template for attendance.
- [ ] I prefer the non-biometric alternative.

Data is processed under the Digital Personal Data Protection Act, 2023. You may ask HR for a copy of what is held about you, ask for corrections, and raise a grievance with HR or, if unresolved, the Data Protection Board of India.

Employee or candidate

SIGNATURE

PRINTED NAME

DATE

Company

SIGNATURE

PRINTED NAME

DATE