

Employee Consent for Facial Recognition Attendance

To be completed and signed by the employee before face enrollment. The employer retains this form for as long as the employee's biometric data is held.

Company name

Employee name

Employee code

1 • What is collected and why

Your employer uses OwlClock to record work attendance. At enrollment, a few photographs of your face are converted into a **mathematical face template** (a set of numbers describing facial features). The photographs themselves are **not stored**. The template is used for one purpose only: to verify your identity when you check in and out of work, together with the time and your location at the workplace.

2 • How your data is handled

- Face templates are stored encrypted, on servers hosted in Singapore.
- Your face is only ever matched within your own company — never shared with, sold to, or compared against any other organisation.
- Attendance records (check-in/out times, work site, match result) are kept for payroll and employment record purposes.
- Your face template is **permanently deleted** when you leave the company, or earlier upon your request to your employer.

3 • Your rights under the PDPA

- You may withdraw this consent at any time by informing your employer in writing; your face data will then be deleted and an alternative attendance method arranged.
- You may request access to, or correction of, your personal data held by your employer.
- Providing biometric data is voluntary — ask your employer about the non-biometric alternative if you prefer not to enroll.



I have read and understood the above, and I **consent** to the collection, use and storage of my facial template for attendance verification as described.



I understand I may withdraw this consent at any time, after which my biometric data will be deleted.

Employee signature & date

Employer representative signature & date