
Notice to Employees

What we collect: when you enroll, photographs of your face are converted into a mathematical face template. The photographs themselves are not stored.

Why: the template is used for one purpose only — verifying that it is you checking in and out of work, together with the time and workplace location, for attendance and payroll records.

How it is protected: your template is encrypted, hosted in Singapore, and matched only within this company. It is never shared with or sold to anyone else.

How long we keep it: your face template is permanently deleted when you leave the company, or earlier if you withdraw consent by informing your employer in writing. A non-biometric attendance alternative is available on request.

By proceeding with face enrollment, you consent to the above. Questions or requests regarding your personal data should be directed to your employer's data protection contact.

Company: _____