

# Biometric Technology Policy





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## **[Biometric Technology Policy]**

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**1. Purpose**

This policy is intended to advise employees and temporary staff of the nature and extent any system in use by I-CAR (the "Company") uses information which may be considered biometric information or biometric identifiers subject to the Illinois Biometric Information Privacy Act ("BIPA"), 740 ILCS 14/1, et seq.

**2. Scope**

This policy applies to the Eleven Labs AI system in use by I-CAR.

**3. Definitions**

**3.1. The Company**

All mentions of "The Company" are defined as I-CAR.

**3.2. Eleven Labs**

Eleven Labs is a company that provides artificial intelligence-based voice synthesis.

**4. Policies**

To assist with the creation of training videos, the Company uses voiceprint technology by Eleven Labs in the recording of an employee's voice. The voiceprint is captured using existing recordings of a voice. Once the recording is uploaded, speech synthesis artificial intelligence will create or replicate a voice using a mathematical algorithm. This algorithm and process will then be used to create voice recordings for training videos. This policy is applicable to the Eleven Labs AI system in use by the Company.

**4.1. Section 1 – Disclosure**

The Company will not disclose, redisclose or disseminate the voice print or data derived from the voice print to anyone other than the vendor (currently, Eleven Labs) providing the technology for the purposes identified above, as well as the licensed delivery partners of the Company that may use the training videos developed with the voice print technology. The voice print or data derived from the voice print (i.e. digital training course) will be stored with the Company in the digital asset management server, as well as in cloud storage utilized by the vendor (Eleven labs) via their website.

The Company will not sell, lease, trade, or otherwise profit from the voice print or data derived from the voice print outside of its normal business operations of delivering educational training services to its customers in the inter-industry. Additionally, the Company may pay a vendor (s) for the technology or for services arising out of or relating to the technology utilized by the Company.

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### **Retention and Destruction Guidelines**

The voice print and/or data derived from the voice print (i.e. the mathematical algorithm), as well as the digital training courses created from the technology, will be stored during the term of an employee's employment with Company. If the employee's employment continues for three years or longer after the voice print and/or data derived from the voice print was first obtained, the employee will be provided with an opportunity to update his/her consent and release. In the event of termination of the employee's employment, the voice print and/or mathematical algorithm will be destroyed by the Company within 90 days of the termination date. The trainings that were narrated using the voice print prior to the date of termination will be maintained by the Company.

### **Storage, Transmission and Protection**

The Company shall use a reasonable standard of care to store, transmit and protect from disclosure the unique number derived from the employee's voice print and/or data. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as the manner in which the Company stores, transmits and protects from disclosure confidential and sensitive information, such as account numbers, PINs, driver's license numbers and social security numbers.

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## CONSENT & RELEASE FORM AUTHORIZING THE USE OF BIOMETRIC TECHNOLOGY

I-Car (“the Company”) uses voiceprint technology by Eleven Labs in the recording of an employee’s voice to assist with the creation of training videos. The voiceprint is captured using existing recordings of a voice. Once the recording is uploaded, speech synthesis artificial intelligence will create or replicate a voice using a mathematical algorithm. This algorithm and process will then be used to create voice recordings for training videos.

The undersigned employee has been advised that the voice print and/or data derived from the voice print, as well as the digital training courses, will be retained during the term of employment with the Company. If the employee’s employment continues for three years or longer after the voice print and/or data derived from the voice print was first obtained, the employee will be provided with an opportunity to update his/her consent and release. In the event of termination of employment, the Company will destroy the stored voice print and/or algorithm within 90 days of the termination date. The trainings that were narrated using the voice print prior to the date of termination will be maintained by the Company.

The undersigned employee further acknowledges and agrees that:

1) he/she has received the attached *Policy on Biometric Technology* and acknowledges that this policy is also available at [\[INSERT link to website\]](#);

2) as a condition of employment, employee consents to the Company's use of this technology and to the Company's collection, storage and use of the employee’s voice print and/or data derived from the voice print;

3) as a condition of employment, Employee consents to the Company disclosing, redisclosing and/or disseminating the voice print and/or data derived from the voice print (including the digital training course) to the vendor providing the technology, the cloud storage used by the vendor or technology, any other vendors involved with the technology for the purposes identified above and in the *Policy on Biometric Technology*, and the licensed delivery partners of the Company that may use the training videos developed with the voice print technology.

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**As a condition of employment, the undersigned hereby consents to and releases the Company's use of the voice print technology and to the Company's collection, storage and use of the voice print or data derived from the voice print in compliance with the Illinois Biometric Information Privacy Act (740 ILCS 14/1).**

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**Employee Signature**

**Date**

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**Employee Name (Print)**