timeware®
Workforce Management Systems

EMPLOYEE GUIDE

Biometric enrolment.

What is saved when you register your fingerprint or face on a clocking device, and how it is kept safe.

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CYBER ESSENTIALS PLUS

SECTION 1

Your biometric enrolment

Your employer uses timeware® to record working time. To clock in and out, you register your fingerprint or face once on a clocking device.

How enrolment works

1. **Scan your finger or face**
   You are scanned a few times at a clocking device, so it can recognise you reliably.
2. **Your scan is turned into a code**
   The scan becomes a string of numbers (a template). No photo or image is kept.
3. **Clock in and out**
   From then on, you present your finger or face and the device matches it to your code.

How your data is protected

TEMPLATE

A code, not a picture

It can never be turned back into your fingerprint or face.

ENCRYPTED

Scrambled when stored

Encrypted before it is saved on the server or a device.

ENCRYPTED

Scrambled when it moves

Data sent between devices and the server is encrypted.

TAMPER-PROOF

Tamper protection

A device taken off the wall wipes its stored data at once.

ACCESS

Only authorised staff

Access is limited and every action in the system is logged.

LEAVERS

Deleted when you leave

Your biometric record is removed when you leave.

NOTE

The devices and biometric software are made by our integration partner Suprema, whose BioStar 2 platform is certified to ISO 27001 and ISO 27701 (information security and privacy). Your data is handled in line with UK GDPR.