

Staff Biometric Consent & Enrollment Form

[Agency Name] · [Street Address, City, State] — Signature Arrival system, installed and managed by Agent Choice Internet

What this is

Our office uses an arrival system called Signature Arrival. For team members who choose to enroll, it does two things: it unlocks the office door when you walk up (no keys or badges), and it can notify the right person when an enrolled VIP client arrives. To do this for you, the system creates a mathematical template of your facial geometry from enrollment photos taken at the office. That template is what this form covers.

Enrollment is voluntary

You do not have to enroll. If you prefer not to, you will receive an alternative credential (mobile unlock, fob, or PIN) that opens the same doors, and your choice will have no effect on your employment, schedule, pay, or standing. You can also withdraw at any time (see below).

What we collect, and why

- What: enrollment photographs and the facial-geometry template generated from them.
- Why (only these purposes): (1) unlocking office doors you are authorized to use; (2) attributing arrival events to you in the office access log.
- The system only identifies people who have enrolled. Visitors and the general public are never scanned, matched, or identified.

Where it lives and how it is protected

- Your template is stored on access-controlled equipment physically inside this office — not in a public cloud service.
- It is never sold, leased, traded, or disclosed to third parties, and never used for any purpose beyond the two listed above.
- It is never stored on, or connected to, State Farm systems, and has nothing to do with policyholder data.
- The system is installed and maintained by Agent Choice Internet (FollowThrough Works LLC) as our service provider. Maintenance does not involve moving biometric data off-site.

Retention and destruction

Your template and enrollment photos are permanently destroyed no later than 30 days after your employment ends or you withdraw consent — whichever comes first — and in any event no later than three years after your last interaction with the system. Destruction is recorded in the office's Enrollment & Destruction Log. The full Biometric Data Retention & Destruction Policy is available from the office manager and is posted where required.

Withdrawing consent

Tell the office manager in writing (email is fine) at any time. Your enrollment will be deleted within 30 days, you will receive confirmation, and you will be issued an alternative credential.

Consent

I have read and understood this form. I understand what is collected, why, where it is stored, and when it is destroyed. I voluntarily consent to [Agency Name] collecting, using, and storing my biometric data as described above, and I authorize its service provider to operate the system for these purposes only.

Employee name (print): _____

Employee signature: _____

Date: _____

Agency representative (print, sign): _____

Date: _____