

1. Policy Overview

Fingerprinting Jacksonville LLC is committed to ensuring the secure management and protection of biometric identifiers and biometric information collected as part of our fingerprinting services. This Data Retention and Destruction Policy outlines our procedures for retaining biometric data and the conditions under which such data will be permanently destroyed.

This policy is publicly available on our website and may be provided upon request to any individual or entity.

2. Retention Schedule

Standard Retention Period:

All biometric identifiers and biometric information are to be stored securely for a period of 30 days from the date of collection.

Conditional Destruction:

Notwithstanding the 30-day retention period, biometric data shall be permanently destroyed under the following conditions, whichever occurs first:

When the initial purpose for collecting the data has been satisfied; or

Within thirty days from the individual's last interaction with Fingerprinting Jacksonville.

3. Data Retention Guidelines

Purpose-Driven Retention:

Biometric data is retained solely for the purpose for which it was collected. If the intended purpose is fulfilled before the end of the 30-day period, Fingerprinting Jacksonville LLC will proceed with secure data destruction immediately, as described in Section 4.

Interaction-Based Review:

In cases where ongoing customer interactions might extend the practical utility of the biometric data, Fingerprinting Jacksonville will ensure that no data is held beyond three years from the individual's last interaction with our business, regardless of the standard 30-day period.

Compliance with Legal Requests:

In the absence of a valid court warrant or subpoena issued by a court of competent jurisdiction, our organization strictly adheres to the established retention schedule and destruction guidelines outlined in this policy.

4. Data Destruction Guidelines

Secure Destruction Procedures:

When the conditions for data destruction are met, biometric identifiers and biometric information will be permanently and irretrievably destroyed. Secure destruction methods (e.g., physical destruction of storage media or certified data wiping for digital files) will be used to ensure that data cannot be reconstructed or recovered.

Documentation of Destruction:

Fingerprinting Jacksonville will maintain records documenting the date, time, and method of each destruction event. These records serve as proof of compliance with our data retention and destruction policies.

No Unauthorized Exceptions:

Without a valid warrant or subpoena, no extensions or deviations from the retention schedule or destruction guidelines will be permitted.

5. Compliance, Monitoring, and Training

Internal Audits and Reviews:

Regular audits will be conducted to verify adherence to this policy. Any non-compliance or deviation will be documented and addressed immediately.

Employee Training:

All employees who access or handle biometric data are required to undergo periodic training on this policy, including understanding the secure handling, storage, and destruction protocols for biometric identifiers and biometric information.

6. Policy Amendments

Fingerprinting Jacksonville LLC reserves the right to modify this Data Retention and Destruction Policy as necessary to comply with changes in laws, regulations, or business practices. Any revisions will be documented and communicated through our website and other appropriate channels.

7. Contact Information

For questions or further information regarding this policy, please contact:

Fingerprinting Jacksonville LLC

Address: 13475 Atlantic Blvd Unit 8-C101 32225

Email: admin@fingerprintingjacksonville.com

Phone: 904-915-3373

Conclusion:

At Fingerprinting Jacksonville, we prioritize the secure management of biometric data to protect the privacy of our customers and comply with applicable legal and regulatory requirements. This policy ensures that biometric data is retained only for the necessary duration and is destroyed securely when no longer required.

