

## **Notification of intention to process Students' biometric information**

The information from your child that we wish to use is referred to as 'biometric information' (see below) and is covered under the Protection of Freedoms Act 2012 (sections 26 to 28).

The benefits of using automated (i.e. electronically-operated) recognition systems in our schools, are that they provide a quick and effective means for providing services to young people, allowing us to get pupils into lunch for example as quickly as possible and also minimise administration time required.

Please read all the information below carefully, after which you will be offered the opportunity to provide the necessary consent for us to continue to offer this effective provision.

### **Biometric information and how it will be used:**

*Biometric information* is information based a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school takes and uses information from your child's fingerprint for the purpose of providing your child with access to the school's catering system.

The information used as part of an automated biometric recognition system takes measurements of your child's fingerprint and converts these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

### **For example:**

1. The school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
2. The school must ensure that the information is stored securely;
3. The school must tell you what it intends to do with the information;
4. Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only persons/bodies that the school wishes to share the information with are the suppliers of our biometric system, and the suppliers of our online payment system. This is necessary in order to administer and maintain the systems.

**Providing/Withdrawing your consent:**

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for catering.

If you give consent to the processing of your child's biometric information, please sign and date the consent form within the admission booklet. Please let us know if you have any further questions.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.