

## **Biometric information and how it is used**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their finger print. The school would like to take and use information from your child's finger print for the purpose of providing your child with access to the Learning Resource Centre (Library) and Canteen arrangements as well as using the finger print to allow pupils to sign in and out for appointments or pre-arranged activities.

The information is used as part of an automated biometric recognition system. This system will take measurements of your child's finger print and convert these measurements into a template to be stored on the system. An image of your child's finger print is not stored. The template (i.e. measurements taken from your child's finger print) is what we use 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:

- (a) 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);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with will be the system supplier and then only in the event of recovering information following a system failure.

## **Providing your consent/objecting**

As stated above, in order to be able to use your child's biometric information, the 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 to the headteacher.

Email is acceptable to meet the requirements of the term 'in writing.' Please see below.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken or used. His / her 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 systems in the Library and Canteen.

If you give consent to the processing of your child's biometric information, please complete the relevant question in the data collection form.

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.

**Please Note:**

**All data is collected and stored according to the GDPR legislation that came into effect on 25<sup>th</sup> May 2018.**

**Further information and guidance**

This can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff*':

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

ICO guidance on data protection for education establishments:

[http://www.ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx)

So that pupils are not disadvantaged on their return to school after the summer holiday, please complete, sign and return the consent form or email your consent now.  
Thank you for your co-operation with this exercise.

Yours faithfully

Matthew Longden  
Headteacher