



"Aspire, achieve, acclaim"

The Ferrers School

Head Teacher: Mrs Angela Smith MBA, PGCE, BSc (Hons)



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September 2018

Dear Parent / Carer

Notification of Intention to Process Student's Biometric Information

The Ferrers School wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes for our canteen as it uses a biometric system to pay for food. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be 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 fingerprint/iris/palm. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with the ability to pay for the food they purchase.

This system offers students and parents significant, benefits including:

- Greater control over what your child is spending lunch money on.
- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with lost or forgotten cards / passwords/ PINs
- Students not having to carry cash which can be lost or misplaced
- Students will not have to remember to bring a card
- Reduction in queueing time

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's biometric is **not** stored. The template (i.e. measurements taking 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 and colleges when using personal information, such as biometric information, about students 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.

Providing your consent/objecting

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 your child's 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. Your child's objection does not need to be in writing. We would appreciate 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 to access the canteen.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

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

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/school/adminandfinance/schooladmin>

ICO guide to data protection for organisations: [Guide to data protection ICO](#)

ICO guidance on data protection for education establishments: [Education ICO](#)

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using information from your child's fingerprint by The Ferrers School as part of an automated biometric recognition system. This biometric information will be used by The Ferrers School for the purpose of administration of the school canteen.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

The Ferrers School
Queensway
Higham Ferrers
Northants
NN10 8LF

Once your child ceases to use the biometric recognition system, your child's biometric information will be securely deleted by the school.

Having read guidance provided to me by The Ferrers School, I give consent to information from the fingerprint of my child:

Name:

Tutor Group

Being taken and used by The Ferrers School for use as part of an automated biometric recognition system for administration of the school canteen.

I understand that I can withdraw this consent at any time in writing.

Name of Parent:

Signature:

Date:

Please return this form to Student Services at The Ferrers School