

## IMPORTANT NOTES FOR PARENTS / CARERS – Use of Biometric Systems

### Background to the use of biometrics in school

#### **Q: What is biometric information and how will it be used?**

**A:** Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or facial detail. The school would like to use information from your child's fingerprint for the purpose of providing your child with access to the school canteen payment system. Under the UK General Data Protection Regulations (UK GDPR) this type of data is special condition data and therefore requires explicit consent for the specified purpose of using the data.

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.

#### **Q: How is my child's personal data protected?**

**A:** An image of your child's fingerprint is **NOT** stored but immediately converted into an encrypted string of characters (template). **Please note - the fingerprint cannot be reconstructed from this stored data.** The template is what will be used to permit your child to access services. The information is stored in a highly secure database and is only used by the school to confirm who is using its services.

Our chosen catering solution allows us to use a secure database. This database is physically stored only on the school secured servers, holds the biometric data as previously described and is only accessible by authorised staff members. The data that is held cannot be used by any other agency for any other purpose. Our catering provider and support companies fully comply with UK GDPR regulations.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the UK GDPR. The school will not share this information with anyone else other than members of the solution support team who will only have access to it as part of their works troubleshooting software issues, as required and requested by the school. Their access will at all times be supervised by school authorised staff and governed by adherence to the UK GDPR rules. The school will not unlawfully disclose the information to any other person.

Once your child ceases to use the biometric recognition system, their biometric information will be securely and permanently deleted by the school.

#### **Q: What if I or my child do not provide consent?**

**A:** If you do not wish your child to use the biometric system or your child chooses to continue to use the current system of swipe card identification we will continue to provide this service.

Even if you consent, your child may object or refuse for their biometric information to be taken. This does not need to be in writing and 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.

### **Applicable Current Legislation - The Protection of Freedoms Act 2012**

This legislation requires schools to:

- Notify each parent about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to be able to process biometrics for their child. Consent given by one parent will be overridden if the other parent objects in writing or the child objects. You can also object at a later stage or withdraw consent at any time
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

