

Our Lady of Mercy Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy:	Biometric Systems
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Head Teacher)

Biometric Systems – Information for Parents

Notification of intent to process biometric information

St. Anthony's Girls' Catholic Academy wishes to use information about your child as part of an automated i.e. an electronically-operated recognition system. This is for the purposes of cashless payment for school catering and library access. The information from your child that we wish to use is referred to as 'biometric information' and is a finger print recognition system.

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 e.g. 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 cashless catering and library service.

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 fingerprint is not stored. The template i.e. measurements taken from your child's fingerprint is what is used to permit access services to the catering and library service.

These systems are used in thousands of schools and the law places specific requirements upon schools regarding the management of these systems:

- (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. those 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
- (e) there is a requirement that the parent/ guardian provide consent. 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. A parent/ guardian can withhold consent. Similarly, a child can withhold consent also.
- (f) 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.

(g) if you do not wish your child's biometric information to be processed by the school or your child objects to such processing, alternative arrangements can be provided.

(h) 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.

Further information and guidance

- 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

- ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx