**NOTIFICATION TO PROCESS PUPILS’ BIOMETRIC INFORMATION**

The school wishes to use information about your child as part of an automated electronically-operated finger recognition system. This is for the purposes of operating the cashless catering system. The information from your child that we wish to use is referred to as ‘biometric information’ (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer 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 a cashless catering account.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child’s finger and convert these measurements into a template/biometric code which will be stored on the system. **An image of your child’s fingerprint is not stored.**

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 parents/carers (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 is ‘Chartwells Catering’ and ‘Nationwide Retail Systems’, the administrator and the supplier of the biometric system. This is necessary in order to set up the cashless catering account for your child to access the catering service here in school.

**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/carer is required. However, consent given by one parent/carer 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 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. 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 system to access the school cashless catering system.

A four digit pin number will be available for students who do not wish to partake in a biometric registration system as part of the cashless catering system.

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**

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>

ICO guidance on data protection for education establishments: <http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx>