



September 2021

Dear Parent or Guardian,

Biometric Systems

As you may be aware, we use voluntary automatic biometric recognition systems at the school. This is used currently with teaching and administration systems such as cashless catering and 6th form registration and may be used for printing, access, lockers, and e-registration systems in the future.

We find this provides the school with a number of very significant benefits including:

- Reduction in administration time and cost
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Ease of access to services for students and no lost cards or pins to remember
- Quicker queueing times for lunch

In order to comply with the provisions of the Protection of Freedoms Act 2012 we need written permission from a parent in order for students to use the biometric systems. Please complete the permission slip below or send an email to admin@chosen-hill.gloucs.sch.uk.

We will continue to offer an opportunity to opt out for those pupils or parents who would prefer to use alternative forms of identification. Please let us know if you wish to opt out.

If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully,

Mrs D Wardlaw,
Business Manager

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IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in school

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 hand shapes. 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 and the 6th form registration system. Under the General Data Protection Regulations (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. An image of your child's fingerprint is NOT stored. 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 a range of services.

Our chosen catering solution with Cunninghams allows us to use a secure database holding biometric data that is stored on the school secure server. Our 6th Form registration system is with a company called Live Register and the biometric data is stored on the school secure server. The data that is held cannot be used by any other agency for any other purpose. Both of these companies comply with 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 GDPR. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

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.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as an Identity Card or pin number, we will provide reasonable alternative arrangements that allow them to access these services. Please let us know if you wish to opt out.

Should you agree for your child to use the biometric system, it is important that you return the signed consent form below as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school business manager, Mrs D Wardlaw.

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CONSENT FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete the slip below if you consent for your child to use biometric systems at Chosen Hill School for cashless catering and e-registration systems until he/she leaves the school.

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.

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