



Dear Parent/Carer,

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

As I'm sure you are aware, we use a cashless system in the canteen. Parents load money onto the system via the sQuid website which students then spend in the canteen. Students access the pre-loaded money by using a unique biometric code, generated from their fingerprint.

The 'fingerprint' is in fact a numerical value which is derived from the child's fingerprint when it is first placed on the reading device. It is this numerical value which is then stored. Each time the child's fingerprint is subsequently re-read, a numerical value is again generated. This is compared with the set of stored values, uniquely identifying the child within the population of the school if a match is found. Please be reassured that the school does not keep an actual image of the fingerprint.

The biometric system negates the need for students to carry cash and enables the quick and efficient processing of students through the canteen. Students eligible for free school meals are also no longer distinguishable from other students, thus removing any awkwardness associated with their entitlement.

Full information about how the biometric system operates, and the benefits it offers to the school are on the school website under 'Cashless at Vyners'. If your son or daughter uses the system, they will be able to confirm how easy it is to use and what a difference it has made to the number of students we can serve in the canteen at break and lunch.

From September 2013 however, in order to be able to continue to use your child's biometric information in this way, the consent of at least one parent is legally required. If one parent consents and the other objects, then the information will not be used. You can object, in writing, to the proposed processing of your child's biometric information at any time or, if you consent, you can withdraw this consent at any time but must do so in writing.

In order to indicate your agreement to continuing use of your child's biometric data, please sign the reverse of this letter and return at the end of parents evening. Parents who have already withdrawn their child from the biometric aspect of the system need not return a copy of the letter.

We find that the biometric system is highly valuable to our students and the school and would therefore appreciate your cooperation with this matter.

Yours sincerely,

James Heale
Headteacher

USE OF BIOMETRIC DATA CONSENT FORM - 2013

Please sign and date the form below if you agree to your child's biometric information (as described overleaf) being used by the school as part of an automated biometric recognition system until your child leaves the school. The school currently uses the system only in the school canteen. Any plan to extend the use of the system will be clearly communicated to parents / carers before implementation

Please note that school will not use the biometric information for any purpose other than that communicated to parents. The school stores the biometric information collected securely in compliance with the Data Protection Act 1998 and does not share this information with BioStore Limited (the supplier of Identity Management Software) and will not unlawfully disclose it to any other person. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child. Should you agree to the processing of your child's biometric information, 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 deleted.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide reasonable alternative arrangements that allows them to access the school canteen and any other systems.

Pupil Name: _____ Tutor Group _____

Parent Name: _____

Parent Signature: _____ Date _____

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. The school would like to take and process biometric information from your child's fingerprint and use this information for the purpose of providing your child with certain services. This information will be used as part of an automated biometric recognition system. Such a system will store information which digitally represents measurements relating to your child's fingerprint rather than an image of your child's fingerprint and will be used in order to identify or recognise your child when accessing services.

Further information and guidance can be found via the following links:-

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for Governing bodies, head teachers and school staff*'

<http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems->

School ICO guidance on biometrics in schools 2008

http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/fingerprinting_final_view_v1.11.pdf

ICO guide to data protection

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

PLEASE SIGN AND RETURN THIS FORM BEFORE YOU LEAVE PARENTS EVENING.