



19<sup>th</sup> December 2018

Dear Parent / Carer and Sixth Form student

**Introduction of new biometric e-registration system for Sixth Form**

You will all be aware that we have used a biometric ID in the school canteen for some years. This ID, unique to each individual, enables students to spend their cashless catering funds.

The School intends extending use of this biometric ID in the new year, through the introduction of an e-registration system for Sixth Form students.

The e-registration system will enable students to register themselves electronically, rather than via the current pen and paper system. Unlike main school students, Sixth Formers are not seen by a member of staff every lesson, which makes it more difficult to capture an accurate register of attendance. In the first instance, students will be asked to use the system to register themselves during P5 free study time, and when a teacher is absent.

Having an accurate register of students on site is clearly very important – both for safeguarding and health and safety reasons. Should we need to evacuate the school buildings, for example, it will be vital that we can produce a quick, accurate record of who is present.

The new system is operated by the same supplier (Biostore) as the cashless catering solution. It is the same biometric ID that is used – students will not need to have themselves rescanned to be able to use the new system. The e-registration solution 'writes back' attendance data to the main school students database (SIMS), meaning that parents will be able to access improved attendance data for their son or daughter in real time via Parent Portal.

Under the new data protection legislation, and separate UK legislation regarding the taking and use of biometric data, the school may not extend use of the system without the specific written consent of both students and parents. I am therefore writing to seek this consent from you.

The school will not use the biometric information for anything other than these two stated purposes. The biometric and attendance data captured is held securely on school servers and will not be shared with either Biostore or any other 3<sup>rd</sup> party unless the school has your consent, or has a specific lawful basis for doing so. The school already has well established processes in place for deleting all biometric IDs in the summer immediately following a student formally being taken off roll, and these will continue to apply.

I hope that you will all be sufficiently familiar with the biometric solution to feel comfortable consenting to this additional use. Should you not feel comfortable consenting, the school will issue a plastic card, to enable students to use the new system. The first card will be issued for free; replacements will be chargeable at £5.

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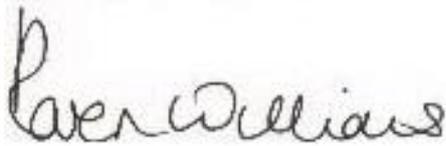
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Mr Gary Mullings BA (Hons)  
Headteacher

We are keen to launch the e-registration system early in the new year. I would therefore be grateful if you could both sign and return the attached form to Miss Kemish in the 6th Form Study Room as soon as possible.

If you have any queries regarding the new system, please do not hesitate to contact either of us.

Yours sincerely



Miss K Williams  
Business Manager



Mrs N Harvey  
Senior Assistant Headteacher (6th Form)

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### **Biometric Data Consent Form**

Please indicate below whether you consent (or not) to the use of the existing biometric information being extended to the new e-registration system (as described above).

#### Parental consent – please tick one box

I agree to my child's biometric information being processed by the school

I do not agree to my child's biometric information being processed by the school and would therefore like a card to be issued (so I may access the system)

Signed: \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_

#### Student consent – please tick one box

I agree to my biometric information being processed by the school

I do not agree to my biometric information being processed by the school and would therefore like a card to be issued (so I may access the system)

Signed: \_\_\_\_\_ (Student)      Date: \_\_\_\_\_