

## BIOMETRIC INFORMATION

We have implemented a pupil recognition system using biometrics at Oakfield Academy. To agree to the processing of your child's biometric information, we require completion of the consent form attached and please return it with all other required documents by **Monday 1st July 2024**. This will mean we can register their fingerprint and be ready for their first day in September. We need your permission before any transactions can take place in the cafeteria, it is vital for the consent form to be signed and submitted by this date.

This system enables parents to put money into a Parentpay account (we also use Parentpay for trips and peripatetic music.) This money is then available for your child to pay for their food at break/lunchtime by simply using their fingerprint to pay. Please note, this is the only facility available to enable your child to purchase items from the cafeteria as this is a cashless system. If you do not wish your child to use the biometric system your child will not be able to access the cafeteria and a break time snack and lunch should be brought in from home.

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 or fingerprint. We record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the academy. This means we will store the least amount of data possible which reduces the risk of loss of data. The data that is held cannot be used by any other agency for any other purpose. The academy will not use the biometric information for any purpose other than that stated above. The academy will store the biometric information collected securely in compliance with the UK GDPR / The Data Protection Act 2018. The school will not share this information with anyone else and will not unlawfully disclose it to any other person. Please note that when they leave the academy, or if for some other reason they cease to use the biometric system, their biometric data will be permanently deleted.

This system has improved the services we offer to our pupils and staff significantly, with many benefits including:

- Items purchased are recorded at the till and automatically paid for via the Parentpay account
- There is a £6.00 spend limit per day for each child
- You can see what your child selected to eat
- You can restrict the amount your child spends at break/lunchtime
- There is no need for pupils to carry cash
- Pupils will not have to remember to bring in money
- Reduction in opportunities for losing or finding alternative ways of spending cash
- You will be politely reminded if the balance runs out on your account
- Pupils in receipt of free school meals will use exactly the same system

### Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents 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 process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who have not given their consent will not be able to use existing or new biometrics when using services in the academy. They will be provided with a non-biometric alternative.

Oakfield Academy will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 regarding the use of biometric data.

If you would like more information or the chance to discuss this further, please feel free to contact Sarah Wells, Business Manager at Oakfield Academy.