

St Mary's Catholic High School, Leyland

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Parental Notification and Consent Form for the use of Biometric Data

RE: Notification of intention to process pupils' biometric information and consent form

Dear Parent/Carer,

I am writing to notify you of the school's wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. The purpose of this system is to facilitate catering transactions to be made using pupils' fingerprints instead of by using PIN code.

The information from your child that we wish to use is referred to as 'biometric information'.

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. The school would like to collect a FINGERPRINT to use for its cashless catering system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the biometric information specified above and convert these measurements into an encrypted template to be stored on the school system. An image of your child's biometric information is not stored. The template (i.e. the measurements taken from your child) will be used to permit your child to access services.

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:

- The school will not use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above).
- The school will ensure that the information is stored securely.
- The school will tell you what it intends to do with the information.
- Unless the law allows it, the school will not disclose personal information to another person or body.

Providing your consent/objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Consent given by one parent 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 the use of their biometric information, the school cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given. Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used – their objection does not need to be in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.


The school is happy to answer any questions you or your child may have – please contact Mrs Martin, Business Manager on 01772 421909 with any questions.

If you do not wish for your child's biometric information to be used by the school, or your child objects to such processing, the school will provide reasonable alternative arrangements for pupils who are not going to use the automated system to **continue to use a PIN code**.

Please note that, when your child leaves the school or ceases to use the biometric system, their biometric information will be securely erased in line with the school's Records Management Policy.

Please complete the form below to confirm if you do or do not consent to the collection and use of your child's biometric information and return it to the school office.

Kind regards



Mr P. Thompson
HEADTEACHER

Consent form for the use of biometric information

Please complete this form to confirm whether you provide consent for the school to collect and use the following biometric information relating to your child:

- **fingerprint**

This biometric information will be used by the school for the following purpose:

- **cashless catering**

Having read the guidance provided to me by the school, I (please tick your selection):

- **Do** consent to the processing of my child's biometric data
- **Do not** consent to the processing of my child's biometric data

For parents that have provided consent

Please confirm that you have read and understood the following terms:

- I authorise the school to use my child's biometric information for the purpose specified above until either they leave the school or cease to use the system.
- I understand that I can withdraw my consent at any time.
- I understand that, if I wish to withdraw my consent, I must do so in writing and submit this to the school office.
- I understand that once my child ceases to use the biometric system, the school will securely delete my child's biometric information.

I confirm that I have read and understood the terms above

For all parents

Name of child:	
Name of parent:	
Signature:	
Date:	

Please return this form to the school office.