

## **Biometric Information**

Dear Parent/Carer

The Midland Academies Trust wishes to use information about your child as part of an automated recognition system. This enables your child to access services in the Dining Hall. The information from your child that we wish to use is referred to as 'biometric information' (see below for further details). Under the Protection of Freedoms Act 2012 (Sections 26 to 28), we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

### **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, for example, information from their fingerprints. The George Eliot School would like to take and use information from your child's fingerprint and use this information for the purpose of providing you child with access to services in the Dining Hall.

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 (i.e. measurement taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example,

- a) A school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents/carers, i.e. as stated above.
- b) The school must ensure that the information is stored securely.
- c) The school must tell you what it intends to do with the information.
- d) Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cunninghams Cashless Systems, the supplier of the biometric system. This may be necessary in order to deal with any queries or problems.

### **Providing your consent/objecting**

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects

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to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. That means that, if you give consent but later change your mind, you can withdraw this consent.

Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing.

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.

The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to the Dining Hall.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the George Eliot School.

Please note that when your child leaves the George Eliot School, or if for some reason he/she ceases to use the biometric system his/her biometric data will be securely deleted.

#### **CONSENT FORMS FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to the school taking and using information from your child's fingerprint by The George Eliot School as part of an automated biometric recognition system. This biometric information will be used by The George Eliot School for the purpose of students accessing services in the Dining Hall.

In signing this form, you are authorising the George Eliot School to use your child's biometric information for this purpose until he/she leaves the George Eliot School or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the George Eliot School at the address at the bottom of the page.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the George Eliot School.

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