

# COLYTON GRAMMAR SCHOOL

Whitwell Lane, Colyford, Colyton, Devon EX24 6HN



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June 2013

Dear Parent

## **CONSENT TO PROCESS STUDENT'S BIOMETRIC INFORMATION**

Under the Protection of Freedoms Act 2012 (sections 26 to 28) which comes into force from September 2013, the school is 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. As you will be aware, the school wishes to use 'biometric information' (see next paragraph) about your child as part of an automated (i.e. electronically-operated) recognition system, for the purposes of the cashless catering system in the school restaurant.

### **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 fingerprint. Unless you or your child has previously opted out of the biometric system, the school currently holds information from your child's fingerprint and uses this information for the purpose of providing your child with access to the cashless catering system in the school restaurant.

The automated biometric recognition system takes measurements of your child's fingerprint and converts 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. measurements taken from your child's fingerprint) is what is used to permit your child to access the cashless catering system.

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) the school *cannot* 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);
- (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 may share the information with is Nationwide Retail Systems Ltd (NRS) - the supplier of the cashless catering system. This is necessary for NRS to undertake maintenance on the cashless catering system. NRS can only undertake such maintenance with the specific permission of the school, and may only view data for maintenance purposes. NRS are not permitted to copy data and do not have access to any contact information such as addresses, telephone numbers or email addresses.

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

As stated above, under the new regulations, the written consent of at least one parent is required in order to be able to use your child's biometric information. However, 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 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. This 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 must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken and/or used. His/her objection does not need to 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.

If you have not previously opted out of the biometric system, but at this point one parent objects in writing to the use of their child's biometric information, then the child will be issued with a PIN and the biometric data currently held will be deleted.

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. Your child can be issued with a unique PIN number to use instead of the biometric system.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the Business Manager at the school.

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

#### **Further information and guidance**

This can be found via the following links:

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

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

ICO guidance on data protection for education establishments:

[http://www.ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx)

Yours sincerely



Stephen R Cook  
Business Manager

**COLYTON GRAMMAR SCHOOL**

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form to indicate whether you give your consent to the school taking and using information from your child’s fingerprint as part of an automated biometric recognition system. The biometric information will be used by Colyton Grammar School for the purpose of providing access to the cashless catering system in the school restaurant. If you do not give your consent, your child will be issued with a unique PIN number for use in the school restaurant.

In giving your consent, you are authorising the school to use your child’s biometric information for the specified purpose until he/she either leaves the 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 Business Manager at the school at the following address: Colyton Grammar School, Whitwell Lane, Colyford, Colyton, Devon, EX24 6HN.

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

Name of child:  
*(please insert name)*

Registration Group:  
*(please insert registration group)*

Having read guidance provided to me by Colyton Grammar School,

**EITHER** *(please tick as appropriate)*

I give consent to information from the fingerprint of the above named child being taken and used by Colyton Grammar School for use as part of an automated biometric recognition system for the cashless catering system in the school restaurant.

I understand that I can withdraw this consent at any time in writing.

**OR**

I wish the above named child to be issued with a unique PIN number for use with the cashless catering system in the school restaurant.

**Name of Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to The Business Manager, Colyton Grammar School, Whitwell Lane, Colyford, Colyton, Devon, EX24 6HN