



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

Dear Parent/Carer

Re: Notification of Intention to Process Students' Biometric Information

All our cash tills, door entries and photocopiers read biometric information. If you do not wish your child to be involved they will be issued with a card which they can use for all the identified systems. The vast majority of our existing students have signed up for this system. The information held against the biometric file is minimal. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), 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.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioral characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with secure and easy access to services at the school such as Cashless Catering, Printing, Library books and door security.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's finger and convert these measurements into a template to be stored on the system. An image of your child's finger is not stored. The template (ie measurements) taken from your child's finger 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 pupils for the purposes of an automated biometric recognition system.

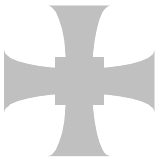
For example:

- 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);
- 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 Biostore Ltd. This is necessary to allow the company to support the software used to process the biometric information.

Providing your consent/objecting

As stated above, to be able to use your child's biometric information, the written consent of at least one parent is required. 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 their 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/used. Their 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.

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 access Cashless Catering, Printing, Library and door security. The alternative is that your child will be issued with a card.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school by the return date. If you choose not to consent the card will remain activated.

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.

We hope that by introducing biometric systems it will be much easier for both students and staff to go about their daily business in school.

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:
<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:
<https://ico.org.uk/for-organisations/education>

Yours faithfully

J Hawkin (Ms)
Headteacher

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BIOMETRIC INFORMATION IN SCHOOL

Please complete the form below to give or decline consent to the school taking and using information from your child's fingerprint by Trinity School as part of an automated biometric recognition system.

This biometric information will be used by Trinity School for the purpose of administration of school systems including printing, library, cashless catering and door security.

If you give consent by signing this form, you are authorising the school to use your child's biometric information for this purpose until they either leave the school or they cease 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 school.

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

If you do not wish to give your consent your child will be required to use a card for photocopying, lunch payment, library services and door entry or if you do not return the form your child be provided with a card.



REPLY SLIP - Use of Biometric Information in School.

I have read the information provided to me by Trinity School.

Please tick the relevant box below:

- I give consent to information from the fingerprint of my child to be taken and used by Trinity School for use as part of an automated biometric recognition system.
- I do not give consent to information from the fingerprint of my child to be taken and used by Trinity School for use as part of an automated biometric recognition system.

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

Name of Student: _____

Date of Birth: _____

Name of Parent: _____

Signature: _____

Date: _____

Please return this form to Trinity School, Main Reception, by