



**BELVOIR**  
A PRIORY ACADEMY

Spring 2018

**NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION**

Dear Parents/Guardian

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system - this is for the purposes of paying for food in the canteen, and may at a later date be used for borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. The information from your child that we wish to use is referred to as 'biometric information'.

This will use pupils' fingerprints to allow access to their dinner account. There has been some concern in the past that these systems record and keep the users fingerprint data on file, but this is not the case with this system. It works by scanning the finger, recording a series of points and measurements of the fingerprint, and then converting this into a numerical template. This is what is then recorded on the system and checked against when the pupil wishes to make a purchase. At no time do we record an image of any fingerprint on the system.

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.

See overleaf for "How it Works" and attached is the permission slip.

Yours faithfully,

Mr L S Newton  
Headteacher

**Headteacher:** Mr L S Newton

**The Priory Belvoir Academy**, Barkestone Lane, Bottesford, Nottingham NG13 0AX

**Tel:** 01949 844920 **Email:** [generalenquiries@belvoiracademy.co.uk](mailto:generalenquiries@belvoiracademy.co.uk) **www.belvoiracademy.co.uk**

The Priory Belvoir Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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### **How does it work?**

Our school dining hall uses a biometric fingerprint solution to allow access to their lunch account. It works by scanning the finger, recording a series of points and measurements of the fingerprint, and then converting this into a numerical template. This is what is then recorded on the system and checked against when the pupil wishes to make a purchase. At no time do we record an image of any fingerprint on the system.

### **What does the law say?**

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.

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) (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.

### **How will we use it?**

The system will also allow us, at a later date and if we choose to do so, to use this biometric information to allow pupils to take books from the Library, access school printers, monitor attendance and gain access to restricted areas in school. These are not intended at present, but may be added to the system at a later date.

### **What if I do not want my child included?**

As stated above, in order 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 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/used. Their objection does not need to be in writing. We would appreciate it if you discuss this with your child and explain to them that they can object to this if they wish.

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. This will be done through the issuing of a PIN which can be used instead of the biometrics.

### **What happens when my child leaves?**

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.

**Please detached and return this page in its entirety**

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

Please complete this form if you consent to the Priory Belvoir Academy taking and using information from your child's fingerprint by as part of an automated biometric recognition system. This biometric information may be used by Priory Belvoir Academy for the purpose of paying for food the canteen, borrowing from the Library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

In signing this form, you are authorising the academy to use your child's biometric information for this purpose until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this maybe be done so in writing and sent to the academy at the following address:

The Priory Belvoir Academy, Barkestone Lane, Bottesford, Nottinghamshire, NG13 0AX

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

Having read guidance provided to me by Priory Belvoir Academy, I give consent to information from the fingerprint of my child:

Name of child:	Date of Birth:
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being taken and used by Priory Belvoir Academy for use as part of an automated biometric recognition system for purchasing school meals, accessing the academy Library, accessing the print system, registering their attendance at the academy and accessing the academy site through access control doors.

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

Name of Parent: .....

Signature: .....

Date: .....