

2024/2025

Dear Parents/Carers

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

At The Priory Belvoir Academy we operate a cashless catering system. The system uses biometric recognition, which means that an electronically operated recognition system will recognise the thumb of your child at pay points and tills. The information required from your child is taken as an algorithm, not the actual fingerprint.

Under the Protection of Freedoms Act 2012 (sections 26 to 28) and the Data Protection Act 2018, 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. We would like to take and use the information from your child's thumb print and use this for the purpose of providing your child with our catering services. This information remains within the academy.

Please be aware that in the future the academy may use your child's biometric information for the following purposes: borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. As such, we are seeking your consent for these purposes at this time. However, in the event that the decision is taken to use biometric information in this way the academy will first communicate this to pupils and parents/carers.

See overleaf for "How it Works" and please find the permission slip enclosed. If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form.

Yours faithfully

Mr L S Newton
Headteacher

Headteacher: Mr L S Newton

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

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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

Registered Company No: 6462935. DfE Registration No: 138819

Biometric Information – How it Works

How does it work?

Our academy 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) and the Data Protection Act 2018, 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.

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; and
- d) Unless the law allows it, the school cannot disclose personal information to another person/body.

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/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 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/carer 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 academy, 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 they cease to use the biometric system, their biometric data will be securely deleted.

Please detach 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 as part of an automated biometric recognition system. This biometric information may be used by The Priory Belvoir Academy for the purpose of paying for food from 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 they either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, please submit your request in writing, and send 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, their biometric information will be securely deleted by the academy.

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

Name of child:		Date of birth:	
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...to be taken and used by The 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.

Signature:	
Print name:	
Date:	