

June 2013

Dear Parent/Guardian

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

The Eastwood Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This initially is for the purposes of cashless catering but may, in the future, extend to form registration. 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 behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The Academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with the ability of purchasing food and drink in the canteen.

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. measurements 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 and Academies when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the Academy *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 Academy must ensure that the information is stored securely;
- (c) the Academy must tell you what it intends to do with the information;
- (d) unless the law allows it, the Academy cannot disclose personal information to another person/body – you should note that the only person/body that the Academy wishes to share the information with is Cunninghams, the supplier of the biometric system. This is necessary in order for your child to obtain food and drink from the canteen.

Providing your consent/objection

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 Academy 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/guardian 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. 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.

The Academy is also happy to answer any questions you or your child may have. A representative from Cunninghams will be available to answer questions on **Monday 9th September between 4pm and 6pm**.

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 to acquire food and/or drink from the canteen.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the Academy's finance office no later than 30th September 2013.

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/schooldadmin>

ICO guide to data protection for organisations:

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

Yours faithfully



Mr Neil Houchen
Principal

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the Eastwood Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by the Eastwood Academy for the purpose of acquiring food and/or drink in the canteen.

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 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 Academy at the following address:

The Eastwood Academy
Rayleigh Road
Leigh on Sea
SS9 5UU

Alternatively you may send your letter by email to Finance@eastwood.southend.sch.uk

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 the Eastwood Academy, I give consent to information from the fingerprint of my child/children being taken and used by the Eastwood Academy for use as part of an automated biometric recognition system for the provision of food and/or drink in the canteen.

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

Name of Child / Children:
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.....

Name of Parent:

Signature:

Date:

Please return this form to the Eastwood Academy's Finance Office no later than 20th September 2013.