

March 2018

Dear Parent/Carer,

### **Cashless Catering Biometric System**

Stopsley High School uses a voluntary biometric recognition system for our catering provision.

In order to comply with the provisions of the Protection of Freedoms Act 2012 (September 2013), **we need written permission from a parent / carer in order for students to use the biometric system.** Please complete the permission slip below and return it to your Form Tutor immediately.

We do offer an opportunity to opt out of the system whereby students can purchase a Lunch Card at a cost of £5.

For the sake of clarity, biometric information is specifically about someone's physical or behavioural characteristics that can be used to identify them. As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secured database and is only used by the school to confirm who is using a range of services.

Our chosen solution allows us to use a secure database holding biometric data for our cashless catering service. This means we store the least amount of data possible, which reduces the risk of loss of data. The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

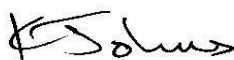
The Protection of Freedoms Act 2012 legislation requires schools to:

- Inform parents/carers about the use of the biometric systems in the school and explain what applications use biometrics
- Receive written permission from one parent/carers if the school is to continue processing biometrics for their child
- Allow children to choose an alternative way of being identified if they wish
- Children under 18 who do not have permission will not be able to use existing/new biometrics when using services in the school.

Should you agree to your child using the biometric system, it is important you return the signed consent form on the reverse of this letter. Please note that when he/she leaves school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like more information, or wish to discuss this further, please do not hesitate to contact the school.

Yours faithfully,



**K Johns**  
**Headteacher**

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

Please complete this form if you consent to your child using biometric systems at Stopsley High School for current or future use of cashless catering until he/she leaves the school.

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

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I give consent to the school for the biometrics of my child to be used by Stopsley High School for use as part of a recognition system as described above.

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

**Name of Student:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Name of Parent/Carer:** \_\_\_\_\_

**Signature of Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_