

Dear parent/carers,

Re: Biometric Data Consent

Due to new data protection legislations coming into force on 26th May, we are reviewing all of our current data policies and procedures. We can no longer operate 'opt out schemes' as we have done previously to gain consent. As you are aware, we operate a cashless catering system for canteen purchases, and do this via an automated biometric machine that recognises your child's fingerprint data. This has been a great success since implementation five years ago in improving the speed at which students can be served in the canteen. The biometric system is hosted for us by **CRB Cunninghams (their data protection policy is available on their website)**. **To continue with all elements of this service*, we must ask you to provide consent** by completing the attached form for The Ebbsfleet Academy to take and use information from your child's biometric fingerprint as part of an automated biometric recognition for the purpose of canteen food purchases only **by Wednesday 23rd May**. If you do not return this consent form, or if your child objects to us using their data, please be aware that your child's biometric data will be deleted on 26th May from our system and will only be reinstated upon this form being returned.

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. The school would like to take and use information from your child's fingerprint and use this information for your child to make quick food purchases in the canteen and to enable them to top up their canteen account with cash inside school. 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 colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) the school/college 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/college must ensure that the information is stored securely;
- c) the school/college must tell you what it intends to do with the information;
- d) unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only bodies that The Ebbsfleet Academy wishes to share the information with are CRB Cunninghams (supplier of system), ParentPay (finance system to transfer funds) and Sodexo (canteen). This is necessary as without these companies the canteen service, biometric system and payment service would not function. Data protection policies for all of the companies mentioned can be read on their websites).

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Principal: Alison Colwell, BA (Hons), PGCE, NPQH

The Ebbsfleet Academy, Southfleet Road, Ebbsfleet Garden City, Kent, DA10 0BZ

Tel: 01322 623100 Email: admin@theebbsfleetacademy.kent.sch.uk Website: www.theebbsfleetacademy.kent.sch.uk



Providing your consent/objection

As stated, 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. 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 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 make food purchases in the canteen. Students can use their accounts by giving the canteen staff their names but will not be able to top up their accounts in school.

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.

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/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,



Ms K Simmonds, Head of Academy Administration

* without permission to use this biometric data, certain services will not be available, such as students being able to top up their canteen accounts in school, it would be via ParentPay online only.

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CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL –please return this form to Ms Simmonds, Head of Academy Administration by Wednesday 23rd May

Please complete this form if you consent to The Ebbsfleet Academy taking and using information from your child’s biometric fingerprint as part of an automated biometric recognition system. This biometric information will be used by The Ebbsfleet Academy for the purpose of faster canteen food purchases and to enable students to top up their accounts with cash in school rather than only being able to do this online

In signing this form, you are authorising The Ebbsfleet 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 school/college at the address found on the footer of this letter.

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

Having read the attached guidance provided to me by The Ebbsfleet Academy, I give consent to information from the biometric fingerprint of my child being taken and used by The Ebbsfleet Academy for use as part of an automated biometric recognition system for **canteen food purchases only** for which this data will be used. I understand that I can withdraw this consent at any time in writing.

Student Name Year Group

Name of Parent: Signature:

Date:

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