



## Biometric Information Notice

### Introduction

1. The School wishes to use biometric information (see paragraph 3 below) about your child as part of an automated biometric recognition system. This is for the purposes of entry to buildings and recording lunches taken.
2. Sections 26 to 28 of the Protection of Freedoms Act 2012 (the Act) require the School to notify each parent of a child and obtain the written consent of at least one parent before we can use your child's biometric information.

### Biometric Information and How It Will Be Used

3. Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The School would like to take and use information from your child's fingerprint and use this information for the purposes described in paragraph 1 above.
4. 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 taking from your child's fingerprint is what will be used).
5. The Act places specific requirements on the School when it uses personal information, such as biometric information, about pupils. For example:
  - 5.1 The School cannot use the information for any purpose other than those described above.
  - 5.2 The School must ensure that the information is stored securely.
  - 5.3 The School must tell you what it intends to do with the information.
  - 5.4 The School will not disclose personal information to a third party unless permitted by law. The School may however share the information with Eden(the supplier of the School's biometric system) for the proper use of the automated biometric recognition system.

### Providing your Consent/Objection

6. The School requires the written consent of at least one parent to use your child's biometric information. However, consent will be overridden at any time if the other parent objects in writing. Also, if your child objects to the use of his biometric information at any time, the School cannot collect or use that information. You may also withdraw your consent at any time in writing, addressed to the Headmaster.
7. Parents give their consent by signing the School's Acceptance Form or by completing and returning the School's biometric information consent form.
8. Please note that when your child leaves the School, or if for some other reason he ceases to use the biometric system, his biometric data will be securely deleted.

Date updated	February 2016	Date ratified by Governors	February 2016
Date for next review	February 2017	Reason for review	Annual Review