



Dear parent/carer,

#### **NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION**

The academy wishes to use information about your child as part of an automated Biometric recognition system. This is for the purposes of paying for food via our cashless catering system. 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 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 academy would like to take and use information from your child's fingerprint for the purpose of providing your child with our cashless catering service.

This automatic 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. Most of the data relating to the fingerprint is discarded and only random points on the fingerprint are retained. These random points are then converted into essentially a string of numbers and stored on the Academies ICT server. As the fingerprint image is not captured or stored it would not be possible to 'recover' the total image. It is this string of numbers that is used to permit your child purchase food. 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. Please ensure that you have read the Meridian Trust Biometrics Policy which provides further detail governing this use and consent for taking your child's fingerprint.

#### **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.

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.

The academy 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



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 access our cashless catering system.

Please note that when your child leaves the school/college, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

I can confirm that I have read and understood the Meridian Trust Biometrics Policy  
[www.meridiantrust.co.uk/key-information/policies](http://www.meridiantrust.co.uk/key-information/policies)

I give consent to information from the finger-image of my child being taken and used for use as part of an automated biometric recognition system for the purpose of the school canteen. I understand that I can withdraw this consent at any time in writing.

I do give consent      Yes/No

Student Name..... Year.....

Tutor Group.....(if known)

Signed ..... Date.....

Print name.....

Relationship to student.....