



Biometric Information – Consent Form

We currently operate a biometric system in the canteen and for registration, if appropriate, and we may extend this to the LRC in the future. Under legislation (The Protection of Freedoms Act 2012) we will require informed consent from at least one parent to collect and use this information. The attached sheet explains what this information is and how it is used at Ashlyns School. There are also details of our legal obligations.

Consent given by one parent will be overridden if the other parent objects in writing. Also, if a student objects, we cannot use his/her biometric information for inclusion on the system. Consent can be withdrawn at any time – in writing by parents and verbally by students. We would recommend that you discuss the right to object with your child. When the student leaves the school, or ceases to use the biometric system for any reason at all, biometric data will be securely deleted.

We will be registering students for the biometric tills and for Sixth Form registration in the first week of term. We will only be registering students for whom we have received consent. At the same time we will be sending the details to enable you to use our online payment system, WisePay. For those who wish there will still be the option to top up these canteen accounts by taking either cash or cheques (payable to Chartwells) to the Catering Manager either before school or at the end of break time. The tills will also take cash purchases as well, although this will be a slower method of payment and we are encouraging the move away from daily cash payment.

The school is happy to answer any questions you or your child may have.

Biometric Consent

Having read the guidance provided to me by Ashlyns School, I give consent to information from the biometric fingerprint of _____ (student's name) being used by Ashlyns School as part of an automated biometric recognition system. **I understand that I can withdraw this consent at any time by emailing admin@ashlyns.herts.sch.uk.**

Name of Parent: _____

Signature: _____

Date: _____

Biometric Information – the facts (and reassurances)

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 information is used as part of an automated biometric recognition system. This system has taken measurements of the student's fingerprint and converted these measurements into a template to be stored on the system. An image of the fingerprint is not stored, only an encoded extract. The template (ie measurements taken from the fingerprint) is what is used to activate the account.

Specific to our catering system – a partial image of each person's finger is uploaded and then stored in an encrypted form only on the PC running the till screens and the connected image recognition units. It does not send any information back to the school database. This partial image cannot be used for any other purpose. Only the index finger of the right hand has a partial image taken, which is then converted into a number to be used for identification.

The use of the biometric system is sometimes confused with the use of biological material and biometric data in the criminal or terrorism context. The biometric systems in use in education do not precisely identify individuals in the general population in the way that police fingerprinting may do. The system merely distinguishes between different students well enough to charge the correct ones for their purchases or to mark them correctly for registration purposes. The data is not available anywhere else, it is a closed system and the data is only used in this setting. An individual's biometric data is almost impossible to replicate making it a secure means of identification.

We need to adhere to a number of legal requirements. Some examples of these are:

- (a) the school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parents;
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is the catering system supplier, currently Sharps Retail Systems, and the current Sixth Form registration supplier, Live Register. This is necessary in order to run the system.

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*':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268649/biometrics_advice_revised_12_12_2012.pdf

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/>