

March 2021



Principal Nick Martin  
BSc, MA, PGCE, NPQH

## **Biometric Information Letter**

Dear Parent/Carer,

Samuel Whitbread Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of **catering**. 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 academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with the catering facility.

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 when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

- (a) the academy *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 academy must ensure that the information is stored securely;
- (c) the academy must tell you what it intends to do with the information;
- (d) unless the law allows it, the academy cannot disclose personal information to another person/body – you should note that the only person/body that the academy wishes to share the information with is our catering company. This is necessary in order to allow your child to have an account to use the catering facilities at the academy.

### **Providing your consent/objecting:**

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. 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.

**SAMUEL WHITBREAD ACADEMY | Shefford Road | Clifton | Shefford | Bedfordshire | SG17 5QS**  
t: 01462 629900 | e: SWA-Info@bestacademies.org.uk | w: www.samuelwhitbread.org.uk

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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. Your child's 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 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 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 purchase items from the catering facility.

Please note that when your child leaves the academy, 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*':

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

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/>

If you consent to the school taking and using information from your child's **finger measurements** by **Samuel Whitbread Academy** as part of an automated biometric recognition system. This biometric information will be used by **Samuel Whitbread Academy** for the purpose of **catering**.

In giving permission you are authorising the academy to use your child's biometric information for this purpose until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing/e-mail and sent to **Samuel Whitbread Academy** at the following address:

**Shefford Road, Clifton, Shefford, Bedfordshire. SG17 5QS. [SWA-Info@bestacademies.org.uk](mailto:SWA-Info@bestacademies.org.uk)**

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

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