



27 June 2019

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

Dear Parent/Carer

The Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is to be used initially for the purposes of paying for food in the canteen but may be used in the future for borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. 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. We are also required to ensure that we have the necessary consent of your child under the General Data Protection Regulation.

### **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 biometric and use this information for the purposes mentioned above.

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 biometric is not stored. The template (i.e. measurements taken from your child's biometric) 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 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 Live Register Ltd. This is necessary in order to support and maintain the system.

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

As stated above, in order to be able to use your child's biometric information, the electronic consent of at least one parent is required, and that of your child. 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 Academy 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, as can your child. Please note that any consent, withdrawal of consent or objection from a parent must be in writing and sent to the address below.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing, but we may ask them to put it 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 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 pay for food in the canteen and other future services that will use this system.

If you give consent to the processing of your child's biometric information, please complete the [online consent form \(by clicking this link\)](#).

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.



For further information about how we store and keep the personal data of our pupils safe, and for information about how to exercise statutory rights associated with this data, please see our Privacy Policy located at [www.srpa.co.uk](http://www.srpa.co.uk).

Yours faithfully



**Mr D Hardy**  
**Head Teacher**



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## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN ACADEMY

Please complete the [online form \(by clicking this link\)](#) if you and your child consent to the Academy taking and using information from your child's fingerprint by Sir Robert Pattinson Academy as part of an automated biometric recognition system. This biometric information will be used initially by Sir Robert Pattinson Academy for the purpose of paying for food in the canteen but may be used in the future for other services such as borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

By completing the electronic form, you and your child 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 and sent to the Academy at the following address:

Sir Robert Pattinson Academy, Moor Lane, North Hykeham, Lincoln LN6 9AF

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



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