

## BIOMETRIC CONSENT

### **Biometric Information:**

Hartshill Academy wishes to use information about your child as part of an automated recognition system. This enables your child to access services in the Academy canteen. The information from your child that we wish to use is referred to as 'biometric information' (see below for further details). Under the Protection of Freedoms Act 2012 (Sections 26 to 28), we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer 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 fingerprints. 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 access to services in the Academy canteen.

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. measurement 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 Academies when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example,

- a) An Academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents/carers, 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 Cunninghams Cashless Systems, the supplier of the biometric system. This may be necessary in order to deal with any queries or problems.

### **Parent Pay & Cashless Catering:**

We are pleased to announce that Hartshill Academy uses WEDUC which allows parents to make on-line payments directly to a student's account for items such as dinner money and trips. This is our

preferred method of payment, however, on occasion, cash or cheques may be used for some payment items. This will be advised accordingly.

For those students joining us straight from Year 6, further information and an Activation Letter for WEDUC will be posted home during the summer break.

There are a number of cash terminals which students can use to put dinner money only onto their own account – no cash will be taken by canteen staff.

Our cashless catering system has many advantages including:

- Students are fed very quickly and efficiently
- Queuing times are significantly reduced
- Anonymity for students entitled to a free Academy meal.
- The potential to block the sale of specific foods for those students with dietary or allergy requirements.

### **Free School Meals:**

Students who are entitled to a free Academy meal will have their daily allowance automatically added before break service. Your child can use the allowance for break or for lunch or split over the two sessions. They will require a fingerprint to claim their allowance.

### **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/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer 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. That 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/carer must 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 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 Academy canteen.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the Hartshill Academy.

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