



September 2017

Dear Parent/ Carer

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

It is becoming increasingly common for schools to use Biometric information for the purpose of registering students and/or paying for food (cashless catering). At Bury Road we will be using students' finger prints to register them for their PE lessons. The readers will be installed inside the changing rooms and this will reduce the amount of time taken registering students for PE lessons. This system is due to 'go live' in October 2017 and we are on hand to answer any questions you or your child may have. We are required to collect consent to use this information so please complete the consent form on the last page and return it to the academy.

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 monitoring attendance for P.E. lessons.

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 register them for their PE lesson.

You should note that the law places specific requirements on academies 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



### 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 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. 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. Their 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 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 and should you or your child not wish to give consent they will be issued with a PIN number to enter.

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

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.

Please complete the consent form if you consent to the academy taking and using information from your child's fingerprint by Mildenhall College Academy as part of an automated biometric recognition system. This biometric information will be used by Mildenhall College Academy for the purpose of monitoring attendance in P.E. Lessons.

In signing this form, 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 and sent to the academy at the following address:

Reception, Mildenhall College Academy, Bury Road, Mildenhall, Suffolk IP28 7HT

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

The Department of Education provides information relating to the use of Biometric information for schools and this is available at <http://www.mildenhall.attrust.org.uk/parents/biometric-data/>



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

Having read the guidance provided to me by Mildenhall College Academy, I give consent to information from the fingerprint of my child being taken and used by Mildenhall College Academy for use as part of an automated biometric recognition system for registering his/her attendance for P.E. Lessons.

Name of Child: ..... Year Group: ..... Tutor Group:.....

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer: .....

Signature: ..... Date: .....

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### Please complete the information below if you do not give consent

Having read the guidance provided to me by Mildenhall College Academy, I do not give consent to information from the fingerprint of my child:

Name of Child: ..... Year Group: ..... Tutor Group:.....

Name of Parent/Carer: .....

Signature: ..... Date: .....

**Your child will be expected to enter their PIN number to register for PE lessons.**