



UT PROSIM

KING HENRY VIII SCHOOL

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Notification of Intention to Process Learners' Biometric Information

Dear Parent/Carer,

The school operates a cashless catering system in the dining hall. This will eliminate the need for students to bring money to school to pay for their meals. The system is linked to the ParentPay online payment system. This provides each child with an individual account, which parents can top up online, from which they can pay for the meals they purchase.

In order to enable students to use the system, the school needs information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purpose of operating the cashless catering system. 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 fingerprints. The school would like to take and use information from your child's fingerprint for the purpose of providing your child with the ability to use the new cashless catering system.

This information will be used as part of an automated biometric recognition system, which 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.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely and will not share this information with any third parties other than Cunninghams Ltd, who are providing the cashless system.

Providing your consent

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.

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 parent must be in writing.

Even if you have consented, your child may object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. Please discuss this with your child.

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 that allow him/her to access the cashless catering system.

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

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

Further information and guidance can be found via the following link:

- ICO guide to data protection

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

Yours faithfully

Y M Jones

Miss Y M Jones
Acting Headteacher

CONSENT FORM FOR SCHOOLS/FEIs - USE OF BIOMETRIC DATA

Please return to Reception by Wednesday 22 January

Please sign and date the form below if, having read guidance provided to you by the school you consent to the school taking and using information from your child's fingerprint as part of an automated biometric recognition system. The information will be used by King Henry VIII School for the purpose of implementing a cashless catering system.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she leaves the school or ceases to use the system.

..... (Child's name)

Form Group

Name of parent

Signature

Date.....