



Dear Parent / Carer

Request to use your child's fingerprint to access cashless catering payment system

Silverdale School would like to use your child's fingerprint as part of an automated (i.e. electronically operated) recognition system. **This is for the sole purpose of allowing your child to use the cashless catering payment system to pay for food in school.** Our cashless catering provider has made upgrades to their systems which means that we will need to scan the fingerprints of **all** students who want to be able to pay for their food in school in this way, even if they have previously been scanned.

Fingerprints are classed as 'biometric information' because they are part of a person's physical or behavioural characteristics and 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.

How does it work?

The automated biometric recognition system takes measurements of your child's fingerprint and converts these measurements into an encrypted template to be stored on the system. **An image of your child's fingerprint is not stored.** The encrypted measurements taken from your child's fingerprint is what will be used to permit your child to pay for their food.

What is school required to do?

The law places specific requirements on schools when using students' biometric information within an automated biometric recognition system:

- schools cannot use the information for any other purpose
- schools must ensure that the information is stored securely
- schools must tell parents what it intends to do with the information
- unless the law allows it, schools cannot disclose personal information to another person/body

For clarity, the only body that we may be required to allow access to the data store is CRB Cunninghams Ltd (provider of the cashless system). This may be necessary for them to maintain and update the system. Even then they cannot access individual fingerprint data which is encrypted at rest.

Chorus Education Trust CEO: Chris James



What do parents/carers need to do?

As stated above, to be able to use student biometric information, the written consent of at least one parent is required. However, please be aware that:

- consent given by one parent is overridden if the other parent objects in writing
- you can object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given if you later change your mind
- all 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. If a student objects to the use of their biometric information a school must not collect or use it.

Student objections do 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 process if they wish. We are 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 Silverdale School, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for students who are not going to use the automated system to pay for their food. The alternative access is via the use of a card or a PIN code.

If you give consent to the processing of your child's biometric information, please sign, date and return the attached consent form to Silverdale School. Please note that when your child leaves Silverdale School, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

If you have any queries or concerns about the collection and use of student biometric information, then please contact us via enquiries@silverdale.chorustrust.org.

Yours faithfully

Silverdale School

Consent for the Use of Biometric Information in Silverdale School

Please complete this form if you consent to Silverdale School taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by Silverdale School for the purpose of enabling use of the cashless catering system with the user's fingerprint.

In signing this form, you are authorising Silverdale School to use your child's biometric information for this purpose until they either leave the school or cease to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to Silverdale School or via enquiries@silverdale.chorustrust.org.

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by Silverdale School.

Having read the guidance provided to me by Silverdale School, I **give consent** to information from the fingerprint of my child:

[insert name of child]..... in form group

being taken and used by Silverdale School for use as part of an automated biometric recognition system for the purpose of making cashless catering transactions. I understand that I can withdraw this consent at any time in writing.

I have discussed this with my child and they understand they also have the opportunity to object to having their fingerprint recorded.

Name of Parent:

Signature:

Date:

Please return this form to Silverdale School student reception.

Chorus Education Trust CEO: Chris James



Refusal for the Use of Biometric Information in Silverdale School

Please complete this form if you refuse to Silverdale School taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by Silverdale School for the purpose of enabling use of the cashless catering system with the user's fingerprint.

In signing this form, you are **refusing** Silverdale School to use your child's biometric information for this purpose until you wish to consent at any time, this must be done so in writing and sent to Silverdale School or via enquiries@silverdale.chorustrust.org.

NO CONSENT GIVEN TO USE BIOMETRIC INFORMATION

Having read the guidance provided to me by Silverdale School, I give **do not consent** to information from the fingerprint of my child. I understand I can give consent at any time in writing (email) to Silverdale School at any time.

[insert name of child]..... in form group

Name of Parent:

Signature:

Date: