



Ref: Comms/Lett/WhlSch/BioCons

May 2023

Dear Parent/Carer

### **Notification of Intention to Process Students' Biometric Information**

The school uses automated biometric recognition systems (Cunninghams and Eclipse) to provide services for your child in school, namely our catering and library services.

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 process biometric information from your child's fingerprint and use this information for the purpose of providing your child with these services. This information will be used as part of an automated biometric recognition system. Please be assured that the fingerprint images taken of your child cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Fingerprinting is purely voluntary and those not wishing to sign up will be able to use a swipe card.

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 in compliance with the General Data Protection Regulations. The school collects and uses pupil information under Article 6 (1c) (for example the Education Act 1996) and Article 9 (2d) of the GDPR 2018. The school will not unlawfully disclose the information to any other person.

A change in the law means that, in order to be able to use your child's biometric information in this way, the consent of at least one parent is required. However, should one parent consent and the other object, then the information will not be used. You can object, in writing, to the proposed processing of your child's biometric information at any time or, if you consent, you can withdraw this consent at any time but must do so in writing.

In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if you could explain this to 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, we will continue to provide reasonable alternative arrangements that allow them to access the catering and library services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her data will be deleted.

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

- Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for Governing Bodies, Headteachers and School Staff'  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/692116/Protection\\_of\\_Biometric\\_Information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692116/Protection_of_Biometric_Information.pdf)
- ICO guide to GDPR <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Yours faithfully

C P Hunt (Mr)  
Headteacher

**Please return to School Office by Friday 19<sup>th</sup> May 2023**



**CULCHETH**  
**HIGH SCHOOL**  
> THE BEST THAT WE CAN BE

## **CONSENT FORM FOR USE OF BIOMETRIC DATA**

Please sign and date below:

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I DO agree to my child's biometric information being used by the school as part of an automated biometric recognition system for catering services/school library until he/she leaves school.

Mark X

☐

I DO NOT agree to my child's biometric information being used by the school as part of an automated biometric recognition system for catering services/school library until he/she leaves school.

☐

**Parent Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to the School Office by Friday 19<sup>th</sup> May 2023**