



Statutory guidelines regarding Biometric System

The school wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purpose of catering. 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 parents 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 school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with food and drink from the school canteen.

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.

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 for children who are not going to use the automated system to purchase food and drinks.

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

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

Further information and guidance

This can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection of education establishments:

<https://ico.org.uk/your-data-matters/schools/>

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete the form issued to you if you consent to the school taking and using information from your child's fingerprint by Windsor High School and Sixth Form as part of an automated biometric recognition system. This biometric information will be used by Windsor High School and Sixth Form for the purpose of purchasing food and drink from the school canteen.

In signing the form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school 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 school at the following address:

Windsor High School and Sixth Form
Richmond Street, Halesowen, West Midlands, B63 4BB

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