



ST MARY'S COLLEGE

6th November 2023

Biometric Data Systems

Dear Parent or Guardian,

Further to a very successful trial with Year 8, we are now planning a whole-school roll out of our automated recognition systems.

St Mary's College wishes to use information about your child as part of this electronically operated recognition system.

This will predominantly be used with administration systems such as cashless catering but may also be used in the future for administrative reasons such as printing.

We hope this will provide the school with a number of very significant benefits including:

- Reduction in administration time and cost
- Ease of access to services for students and no lost cards or pins to remember
- Quicker queueing times in the catering outlets

The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26-28), 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 college would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with swift access to cashless catering. The information will be used as part of an automated biometric recognition system. The college 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.

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The template (i.e., measurements taken from your child's fingerprint) is what will be used to permit your child to access services. You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- the college 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)
- the college must ensure that the information is stored securely
- the college must tell you what it intends to do with the information
- unless the law allows it, the college cannot disclose personal information to another person/body – you should note that the only body that the college wishes to share the information with is the supplier of our biometric systems for operational purposes.

Providing your consent/objection

As stated in our Trust Data Protection Policy, 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 college must not collect or use their 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 made in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. The pupil's 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 college is also happy to answer any questions you or your child may have, please email these to admin@smchull.org with 'Biometric Data Query' in the subject of the email.

If you do not wish your child's biometric information to be processed by the college, 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 access catering services.

To give consent to the processing of your child's biometric information, please complete the electronic consent form link sent with this letter. Please note that when your child leaves college, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Yours sincerely,

S Teasdale

Mrs S Teasdale

Chief Financial Officer/ Data Protection Officer