



ST MARY'S COLLEGE

19th December 2023

Biometric Data Systems

Dear SM6 student,

Further to successful trials in the lower school, we are now planning an SM6 roll-out of our automated recognition systems.

St Mary's College wishes to use your information 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 college with several 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 you 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 you and obtain consent before being able to use your 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 fingerprint and use this information for the purpose of providing you 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 fingerprint and convert these measurements into a template to be stored on the system. An image of your fingerprint is **not** stored.

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The template (i.e., measurements taken from your fingerprint) is what will be used to permit you 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 biometric information, consent is required. If you object to this, the college must not collect or use your biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your 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 must be made in writing.

The college is also happy to answer any questions you 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 biometric information to be processed by the college, the law says that we must provide reasonable alternative arrangements for students who are not going to use the automated system to access catering services.

To give consent to the processing of your biometric information, please complete the electronic consent form link sent with this letter. THE FORM LINK WILL CLOSE ON FRIDAY 12th JANUARY. Please note that when you leave college, or if for some other reason you cease to use the biometric system, your biometric data will be securely deleted.

Yours sincerely,

STeasdale

Mrs S Teasdale

Chief Financial Officer/ Data Protection Officer