

Dear Parent/Carer

NOTIFICATION OF INTENTION TO PROCESS PUPILS’ BIOMETRIC INFORMATION

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system for cashless catering. 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 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.

What is 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. 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 an account for the cashless catering system operated in the school canteen.

The system will take measurements of your child’s finger and convert these measurements into a template to be stored on the system. **An image of your child’s fingerprint is not stored**. The template (i.e. measurements taking from your child’s finger is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

* the school 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. the cashless catering system);
* the school must ensure that the information is stored securely
* the school must tell you what it intends to do with the information
* unless the law allows it, the school cannot disclose personal information to another person/body. You should note that the only person/body that the school wishes to share the information with is Cunninghams Cash Registers Ltd. This is necessary as they provide the maintenance contract for the system.

How does cashless catering work?

When an account is set up for your child he/she can put credit on their account using two top up machines. The money is automatically added to their account and can be used immediately. If your child is entitled to a free school meal the credit will be added to their account at the start of each school day.

When the pupil chooses their breakfast, snack or lunch they will use their finger to authorise the payment and the amount will be deducted from the balance.

What are the advantages?

* Pupils are served quicker, queues are shorter giving pupils longer to relax and enjoy their lunch
* Removal of free school meal stigma
* The system can highlight any allergies the pupil may have and alert catering staff
* Prevents loss of money as pupils will not be carrying money around school

Providing your consent/objecting

As stated above, in order 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 school cannot collect or use his/her 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 in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her 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 school is also happy to answer any questions you or your child may have and you should contact Mr M Frodsham, Operations Manager or your child’s Head of Year if you have any queries.

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 access the canteen service. You can do this by contacting us in writing or via email on [info@boteler.org.uk](mailto:info@boteler.org.uk) or using the contacts mentioned above.

If you choose to opt out your child will be issued with a top up card at no cost to enable them to access the service. However, if the top up card is lost there will be a replacement cost of £6.

**If you give consent to the processing of your child’s biometric information, please sign, date and return the enclosed consent form to the school.**

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

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking [and using information from your child’s fingerprint] by Sir Thomas Boteler Church of England High School as part of an automated biometric recognition system. This biometric information will be used for the purpose of cashless catering provision.

In signing this 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:

Sir Thomas Boteler Church of England High School

Grammar School Road

Latchford

Warrington WA4 1JL

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

Having read guidance provided to me by Sir Thomas Boteler Church of England High School, I give consent to information from the fingerprint of my child:

Child’s name: …………………………………………………………….

being taken and used by Sir Thomas Boteler Church of England High School for use as part of an automated biometric recognition system (cashless catering system) for which this data will be used.

I understand that I can withdraw this consent at any time in writing.

Name of Parent: …………………………………………………………………………

Signature: ………………………………………………………………………

Date: ……………………

Please return this form to:

Miss C Owen

Sir Thomas Boteler Church of England High School

Grammar School Road

Latchford

Warrington WA4 1JL