

## 10. BIOMETRIC CASHLESS CATERING SYSTEM

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We have a cashless catering system at Edgbarrow using biometrics. This significantly improves the services we are able to offer students and staff, with benefits including:

- The convenience for students of not having to look after and handle cash in school each day.
- Improved security for handling cash transactions in the school.
- Reduction in opportunities for children to lose money.
- A reduction in queuing time at break and lunch.

The school will of course comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012, regarding the use of biometric data.

In order for your child to use the biometric system, one parent or carer will need to read the information provided and to give their consent by signing and returning the enclosed consent form with all the other Year 7 admissions documentation.

We are planning to register all our new students on the Induction Days on 5<sup>th</sup> and 6<sup>th</sup> July and will need to have your consent by **Friday 26<sup>th</sup> May** at the latest.

We will also offer an opportunity to opt out for those students who, on consideration, would prefer to use an alternative form of identification such as a card.

# **IMPORTANT NOTES FOR PARENTS**

## **Background to the use of biometrics in schools**

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including, for example, a digital photograph, fingerprint or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database, and will only be used by the school to confirm who is using a range of services. In future we may introduce other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

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 Data Protection Act 1998. The school will not share this information with anyone else, and will not unlawfully disclose it to any other person.

## **Current legislation – The Protection of Freedoms Act 2012**

The legislation requires schools to:

- Inform parents about the use of biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system, or if your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form below as soon as possible. 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 permanently deleted.