

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 thumb print. The school would like to take and use information from your child's thumb print and use this information for the purpose of providing your child with school canteen services.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's thumb print and convert these measurements into a template to be stored on the system. An image of your child's thumb print is not stored. The template (i.e. measurements taken from your child's thumb print) 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:

- (a) 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. as stated above);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) 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 Nationwide Retail Systems Ltd, supplier of the NRS Trust-e biometric system. This is necessary in order to administer and maintain the system.

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 or 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. If you have any questions about the biometric system in use at St Gregory the Great School, or to record your withdrawal of consent in writing, please contact Miss D Perks, the Data Manager at the school: (d.perks@dbmac.org.uk).

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 buy food in the school canteen.

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.

Further information and guidance

This can be found via the following links, which are also available on the School Website, www.stgregory.oxon.sch.uk:

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:
http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:
http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx 16