



READING BLUE COAT SCHOOL

BIOMETRICS POLICY [Version 2]

PUPIL BIOMETRIC INFORMATION POLICY

At Reading Blue Coat School we strive to make the lives of our pupils easier by enabling quick and easy access to a number of school facilities. We also aim to give them greater security over their own user identity when accessing school services.

To this end, as a school, we collect, store and process pupils' biometric data, specifically the scanning of one fingerprint for the purpose of the following:

- Speeding up and accounting for photocopying.
- Time efficient/pre-paid purchase of food and drink in the school's canteen
- Reading Blue Coat School takes the collection and storage of all pupil data very seriously, and abides by the principles of The Data Protection Act 1998 and The Protection of Freedoms Act 2012. We store all pupil biometric data securely for the purposes of identification only. Pupil biometric data is only processed for the purposes for which it was obtained, and which have been notified to pupils' parents or legal guardians, and it is not unlawfully disclosed to third parties.
- In accordance with The Protection of Freedoms Act 2012, Reading Blue Coat School notifies every pupil's parents and/or legal guardian(s) of its practice of collecting and processing pupils' biometric data as part of an automated biometric recognition system, and obtains written parental consent to that use from at least one parent or legal guardian. Parents may withdraw their consent in writing at any time. Pupils may also opt out of the use of their own biometric information at any time.
- Notification is sent to parents which informs them fully of Reading Blue Coat School's reasons for collecting and processing pupils' biometric data and includes full details of the biometric data to be collected, its intended use, and parents' and pupils' right to opt out of the school's biometric recognition system. Those who opt out will be provided with alternative arrangements to access the relevant school services, namely a code number and/or a swipe card.
- The automated recognition software which Reading Blue Coat School uses for the purposes of processing biometric data turns the pupil's fingerprint into a mathematical algorithm. The image of the finger print itself is then deleted meaning that the information which is stored cannot be used to recreate the original image of the fingerprint.

- Pupil biometric data will be deleted when the pupil leaves the school, or if for some other reason he/she ceases to use the biometric system.
- If parents or pupils have any questions about the school's collection and use of biometric information, they are welcome to contact the school's Bursar who is the nominated data protection officer.

BIOMETRICS POLICY ~ NOTIFICATION & CONSENT FORM

The following is based on the Department for Education (DfE) notification letter and consent form for schools to use to notify parents of their plans to collect and use biometric data.

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear [name of parent]

Reading Blue Coat School wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of:

- Speeding up and accounting for photocopying.
- Time efficient/pre-paid purchase of food in the school's canteen

The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). 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.

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 school would like to take and use information from one of your child's fingerprints and use this information for the purpose of providing your child with Lunches and photocopying facilities.

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

- a) we cannot use the information for any purpose other than those for which it was originally obtained and as stated above;
- b) we must ensure that the information is stored securely;
- c) we must tell you what it intends to do with the information as stated above;

- d) Unless the law allows it, we cannot disclose personal information to another person/body - you should note that we wish to share the information with is Nationwide Retail Systems Limited (NRS) the supplier of biometric system. This is necessary in order to provide support to upgrade and troubleshoot 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 over-ridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, Reading Blue Coat 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.

Reading Blue Coat School is also happy to answer any questions you or your child may have.

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;

- Speeding up and accounting for photocopying.
- Time efficient/pre-paid purchase of food in the school's canteen

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to Reading Blue Coat 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, specifically one fingerprint by Reading Blue Coat School as part of an automated biometric recognition system. This biometric information will be used by Reading Blue Coat School for the purpose of;

- Speeding up and accounting for photocopying,
- Time efficient/pre-paid purchase of food in the school's canteen,

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:

The Bursar
 Reading Blue Coat School
 Holme Park
 Sonning Lane
 Sonning on Thames
 Berkshire
 RG4 6SU

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 Reading Blue Coat School , I give consent to information from a fingerprint of my child, [insert name of child] being taken and used by Reading Blue Coat School for use as part of an automated biometric recognition system for;

- Speeding up and accounting for photocopying.
- Time efficient/pre-paid purchase of food in the school's canteen

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

Name of Parent:

Signature:

Date:

Please return this form to:

The Bursar
 Reading Blue Coat School
 Holme Park
 Sonning Lane
 Sonning on Thames, Berkshire, RG4 6SU

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