



Dear Parent or Guardian,

## Biometric Systems

Keswick School has successfully used biometric systems for several years. This will allow us to make the best use of efficient systems such as cashless catering, library software, print & copy control, access control and registration systems.

This system has improved the services we are able to offer students and staff significantly, with benefits including

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost in dealing with lost or forgotten cards/passwords/PINs
- Additional security for pupils with reduced cash
- Reduction in queuing time

We would like to make it clear that Keswick School will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which comes into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian will need to consent by signing and returning the attached form. We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Further information about biometrics systems is enclosed.

Yours faithfully,

Simon Jackson

Headteacher

## Background to the use of biometrics in school

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, finger template, or hand shape. 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 facilitate access to a service / range of services.

Our chosen solution allows us to use a secure database holding a minimal amount of biometric data to enable the use of a service / range of services.

The data is securely held on-site and cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than as 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

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent for the school 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 by September 2013 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 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 he/she 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.

If you would like to discuss this in more detail, please contact the school.



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## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until he/she leaves the school.

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

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I give consent to the school for the biometrics of my child:

Name of child \_\_\_\_\_ Form \_\_\_\_\_

to be used by Keswick School for use as part of a recognition system as described above.

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

**Name of Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to: Mr A Todd



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