

Our Ref: JCR

Date

Parent/carer
Address – via In Touch

Dear

Canteen biometrics

Following my previous letter concerning the move to a biometric system for the canteen. The new caterers will now be using Bio Store rather than Cunninghams.

I am attaching information from Bio store with a FAQ document that I hope will answer any questions you may have.

If you have already returned the consent form from the previous letter you do not need to do anything further.

This is a technology that is already used successfully by thousands of schools and as a leadership team, we are convinced that this is the right way forward for Hayes School.

We would like to make it clear that Hayes School will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came 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 read, sign and return 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.

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 use 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.

For students using the 6th form canteen they will also be able to use contactless bank cards for purchases.

We hope to start the process of registering later this term in readiness for the next academic year. However, we do need to have your consent for this to take place. Thank you to everyone who has already returned the consent forms. Please could I ask that any outstanding consent forms are returned to form tutors before Thursday 11th July to enable all those who have elected to sign up to be added to the system during the last week of term in readiness for the new academic year.

Yours sincerely

June Riley (Mrs)
Business Manager

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.

I give consent to the school for the biometrics of my child: [insert name of child] _____ to be used by Hayes 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: Form Tutors by Thursday 11th July 2019