

## Biometric information

Biometric information is information about a person's physical or behavioural characteristics which can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from pupils' fingerprints and use this information for the purpose of providing pupils with catering, registration and library services.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the individual's fingerprint and convert these measurements into a template to be stored on the system. An image of the fingerprint is not stored. The template (i.e. measurements taken from the individual's fingerprint is what will be used to permit access to services).

## Specific requirements in schools

You should note that the law places specific requirements on schools when using personal information, such a biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- 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 and pupils (i.e. as stated above)
- the school must ensure that the information is stored securely
- the school must tell you what it intends to do with the information
- unless the law allows it, the school cannot disclose personal information to another person/body. The information will only be used within the school

## Providing your consent/objection

As advised above, in order to be able to use an individual's biometric information, the written consent of at least one parent is required for children under the age of 12, or the individual's own consent if over 12, ie Year 8 and above. 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 the child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

Parents or the pupil can also object to the proposed processing of biometric information at a later stage or withdraw any consent you have previously given. Please note that any consent, withdrawal of consent or objection from a parent/pupil must be in writing including electronic.

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.

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 for catering, registration and use of the library services.

Please note that the pupil 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**

Further information and guidance can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

*[www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools](http://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools)*

ICO guide to data protection for organisations:

*[www.ico.org.uk/for-organisations/guide-to-data-protection](http://www.ico.org.uk/for-organisations/guide-to-data-protection)*