

Dear Parent /Carer

Biometric System

At Rushden Academy our canteen uses a biometric system. The system uses a form of 'fingerprint' recognition in which only certain points of the print are recognised and no image is saved. Our main reason for this is to make use of a cashless catering system. The system will interface with parent pay, an online payment system, which can also be used to make payments for things like trips and uniform.

This system offers students and parents significant, benefits including:

- Greater control over what your child is spending lunch money on.
- Improved security for handling cash transactions in the academy
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Students not having to carry cash which can be lost or misplaced
- Students will not have to remember to bring a card
- Reduction in queuing time

We would like to make it clear that Rushden Academy will comply at all times with the 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, consent by email, or sign and return the attached form by the 5th September so that we can register students on the first day at school.** We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Your child will also receive parent pay log in details on the 5th September that you can use to top up their account through the parent pay website. If you do not wish to use this way of payment we do have a cash loader machine in school that they can push cash into and it will be loaded onto their account.

Further information about biometric systems are enclosed. If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully,

Paul Bocking
Assistant Principal

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in academy

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 academy to confirm who is using a range of services.

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 academy will not use the biometric information for any purpose other than that stated above. The academy will store the biometric information collected securely in compliance with the Data Protection Act 1998. The academy 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 academies to:

- Inform parents about the use of the biometric systems in the academy and explain what applications use biometrics.
- Receive written permission from one parent if the academy is 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 will not be able to use existing or new biometrics when using services in the academy.

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 academy, 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 academy.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION AT RUSHDEN ACADEMY

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

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

I give consent to the academy for the biometrics of my child to be used by Rushden academy 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 Student.....

Name of Parent:

Signature:

Date:

Please return this form to reception by Monday 5th September.