

# Haydon School



\\Data\Admin\DPO\Consent\Letters  
25 March 2019

Wiltshire Lane, Eastcote  
Pinner, Middlesex, HA5 2LX  
Telephone: 020 8429 0005  
Fax: 020 8868 2091  
[info@haydonschool.org.uk](mailto:info@haydonschool.org.uk)  
[www.haydonschool.com](http://www.haydonschool.com)

**Headteacher:**  
Mr R Jones BSc(Econ) MBA NPQH

Dear Parent/Carer

## **RE: Biometric identification system consent**

Haydon School requires the written consent of a parent/carers before we may collect and process biometric information of any student.

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. Our biometric (fingerprint) identification system uses the finger/thumb to uniquely identify each student. The system measures many aspects of the finger/thumb to do this. When a student has their finger/thumb registered, it will be translated into a unique identification code. **The system does not store an image of the fingerprint or the thumbprint and the original image cannot be reconstructed from the data stored.**

In common with most UK secondary schools, Haydon School (the School) uses cashless catering system for purchases from the Pod (located in the Undercroft) and the school's canteen. Students identify themselves by using their finger or thumb print.

The cashless catering system negates the need for students to carry cash and enables the quick and efficient processing of students. Students eligible for free school meals are also no longer distinguishable from other students, therefore removing any potential awkwardness associated with their entitlement. You will also be able to view what your son/daughter has purchased.

It is possible for you to make payment directly into your son/daughter's account using ParentPay. Alternatively, students are able to deposit cash via machines located in St Nicks Dining Hall and the School's canteen. Please contact Mrs Chang, [mchang.312@lqflmail.org](mailto:mchang.312@lqflmail.org), if you have an issue with a ParentPay account.

Please note that consent given by one parent will be overridden if the other parent objects in writing to the use of their son/daughter's biometric information. Similarly, if your son/daughter objects or refuses to allow their biometric information to be used, the School cannot collect or use his/her biometric information for inclusion on the automated recognition system. Please be advised that from the age of 13 the School will approach students directly for their consent. Before we approach students asking for their permission, be assured that we will write to you so you can discuss the options together.



**Achieving individual excellence in a caring community**

Excellence Respect Community Perseverance Kindness

Company registered in England and Wales. Registration No 07557791

You can object to the proposed processing of your son/daughter's biometric information at a later stage or withdraw any consent you have previously given. Please note that a withdrawal of consent or objection from a parent must be in writing to the school's DPO, [dpo@haydonschool.org.uk](mailto:dpo@haydonschool.org.uk).

If you do not wish your son/daughter's biometric information to be processed by the School, the School will provide reasonable alternative arrangements that allow students to access current and future services. Please contact the school's DPO for more information.

Please note that when a student leaves the School, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely removed from the system as soon as practically possible.

You should note that the law places following specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system:

- the School uses biometric identification solely for the purpose for which it was originally obtained and made known to the parent(s): cashless catering;
- the unique identification code is stored securely on the cashless server within the School;
- the School will not disclose the biometric information to a third party unless permitted by law.

Further information and guidance relating to biometric data can be found via the following link: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/692116/Protection\\_of\\_Biometric\\_Information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692116/Protection_of_Biometric_Information.pdf). The School is also happy to answer any questions you or your son/daughter may have.

Sincerely yours



**Mrs L Faraj**

**DPO**

[dpo@haydonschool.org.uk](mailto:dpo@haydonschool.org.uk)