

# Haydon School



\\Data\DPO\Consent  
28 May 2020

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

Dear Parent/Carer

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

Haydon School requires the written consent of at least one parent/carers before we may collect and process biometric information of any student under the age of 18.

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 so students can pay for their school meal using their fingerprint. 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 can object to the 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 our Finance Office for more information.

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 or no parent/carers has consented to the processing, the School cannot collect or use student's biometric information for inclusion on the automated recognition system.

Even if you have given your consent, your son/daughter can object or refuse at any time to their biometric information being collected and used – their objection does not need to be in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

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

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/carer(s) - to facilitate catering transactions to be made using students' fingerprints instead of by using cash;
- the School will ensure that the information is stored securely - the unique identification code is stored securely on the cashless server within the School;
- the School will tell you what we intend to do with the information;
- 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. Please contact the DPO, [dpo@haydonschool.org.uk](mailto:dpo@haydonschool.org.uk), with any questions.

Sincerely yours

**Mrs L Faraj**  
**(DPO) Data Protection Officer**  
E-MAIL: [dpo@haydonschool.org.uk](mailto:dpo@haydonschool.org.uk)