

Dear Parent or Carer,

### **Biometric IRIS Bio Store System**

At Henlow Academy we have a student recognition system that uses Biometrics. The system provides an efficient solution for cashless catering for our students, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost in dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying (there is nothing that can be stolen for use by another student)
- Children do not have to remember to bring cash or a card
- Reduction in queuing time

We would like to make it clear that Henlow Academy complies 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 the information below and provide consent on the Registration Form. If you do not wish to consent to the use of biometrics please indicate this on the form. Students without consent can be identified at the till using an alternative method.

Please see below for further information about biometrics systems.

Yours faithfully,

Mrs Caren Earp  
Head Teacher

## IMPORTANT NOTES FOR PARENTS

### Background to the use of biometrics in school

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 record a biometric measurement taken from a finger, **but not** a fingerprint image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate such as Library Management.

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.

### Current Legislation – The Protection of Freedoms Act 2012 and The GDPR 25.05.2018

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

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 provide consent on the Registration Form. Please note that when he/she leaves the school, 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 school.