



# WEST KIRBY GRAMMAR SCHOOL

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Dear Parent/Carer

## Biometric Cashless System

Last year we implemented a new student recognition system using biometrics at West Kirby Grammar School. This allowed us to make the best use of Sodexo's efficient system of cashless catering.

The system has improved the services we are able to offer students and staff significantly, with benefits including:

- Improved security for handling cash transactions in the school
- Children will not have to remember to bring cash as parents/carers can pay remotely
- Reduction in queuing time
- Parents/carers able to monitor their daughter's/ward's eating

This is a technology that is already used successfully by thousands of schools and as a leadership team we are convinced that this is the right way forward for our school. We are keen to provide an opportunity for parents and guardians to find out more about the system and answer any questions they may have.

We would like to make it clear that we will comply 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/ward to use the biometric system, one parent or guardian will need to **read, sign and return in the attached form with your acceptance slip**. We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Further information about biometrics systems is enclosed.

If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully,

Mrs A Duffy  
Headteacher

# 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 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 school to confirm who is using cashless catering. In future we may use other biometric services where appropriate.

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

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 one parent if the school 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 by September 2013 will not be able to use existing or new biometrics when using services in the school.

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 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.

## **CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

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

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

I give consent to the school for the biometrics of my child:

.....[insert name of child]

to be used by West Kirby Grammar School 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 Parent:.....

Signature: .....

Date: .....

**Please return this form with your acceptance slip**