

Wednesday, 13 July 2016

Dear Parent/Guardian,

**Re: Biometric system for cashless catering and password resetting**

As you will be aware, we use a voluntary biometric recognition system at the school. This allows students to access services such as cashless catering and password resetting for the school's computer network.

These services offer a number of benefits including:

- Reduction in time and cost dealing with lost or forgotten cards/passwords/PINs.
- Reduction in the need for cash handling
- Reduction in opportunities for bullying
- Reduction in queuing time
- Ability to pay for children's lunches via ParentPay

As the school is now governed by The Duston Education Trust we have had a change in Data Controller, Mrs Raine – Head of School, and Data Protection Officer, Mr Wise – Assistant Principal.

In order to comply with the provisions of the Protection of Freedoms Act 2012, we need parental permission from a parent to allow students to continue to use the biometric system. Further information regarding the system can be found overleaf.

**Please can you complete the permission slip enclosed, and return this to The Duston School before the end of term (Friday 15<sup>th</sup> July 2016).**

If you would like more information or the chance to discuss this further, please feel free to contact me in my capacity as Data Protection Officer. Thank you for your support on this matter.

Yours sincerely,



Mr T Wise  
Assistant Principal  
Data Protection Officer

**Head of School: Mrs M Raine**

Berrywood Road, Duston  
Northampton NN5 6XA

**Telephone Nos.** 01604 460004 Reception  
01604 598943 Student Services

**Email:** [office@thedustonschool.org](mailto:office@thedustonschool.org)  
[www.thedustonschool.org](http://www.thedustonschool.org)

## INFORMATION FOR PARENTS

### **What is biometric information?**

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them, for example, a digital photograph, fingerprint, or hand shapes. The system used in the school records a biometric measurement taken from a finger, but not a fingerprint image.

### **How is this used?**

This information is used within our cashless catering system, and for password resetting on the school's computer network. In future we may use other biometric services where appropriate, but would communicate with parents before doing so.

### **How is this stored?**

The information is stored in a highly secure database in compliance with the Data Protection Act 1998. We store the minimal amount of data possible to support the purposes outlined above. The data that is held cannot be accessed or used by any other agency. When a child leaves the school, or ceases to use the biometric system, their biometric data will be permanently deleted.

### **Why do you need my permission?**

The Protection of Freedoms Act 2012 requires written permission from a parent for the school to continue processing biometric information for children under 18 years. Should you agree to your child using the biometric system, please return the signed consent form below as soon as possible.

### **What will happen if I don't provide my permission?**

Children under 18 who do not have permission by September 2016 will not be able to use existing or new biometrics when using services in the school. This means they will not be able to access cashless catering, or reset their school computer log-in using the system. This will mean you will need to provide a packed lunch for your child as we operate a cashless system and access to school lunches is only via the biometric system..

### **Can I change my mind?**

If you decide you no longer want your child to use the services supported with biometric information, please advise the school in writing and their information will be removed. You will then need to provide a packed lunch for your child.

### **I have further questions**

If you would like more information or the chance to discuss this further, please contact Mr T Wise, in his capacity as Data Protection Officer.

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## CONSENT FORM FOR THE USE OF FINGERPRINTS IN SCHOOL

Please complete this form if you consent to the school taking and using your child's fingerprint by The Duston School as part of an automated biometric recognition system.

This information will be used by The Duston School for the purpose of cashless catering and password resetting for the school's computer network.

In signing this form, you are authorising The Duston School to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system.

If you wish to withdraw your consent at any time, this must be done so in writing and sent to The Duston School at the following address:

Standards Team  
The Duston School  
Berrywood Road  
Northampton  
NN5 6XA

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by The Duston School.

Having read guidance provided to me by The Duston School, I give consent my child's fingerprint being taken and used by The Duston School for use as part of an automated biometric recognition system for cashless catering and password resetting.

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 or to:

Standards Team  
The Duston School  
Berrywood Road  
Northampton  
NN5 6XA

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