



29 June 2021

Dear Parent/Carer

## **RE: NOTIFICATION OF CHANGE TO CASHLESS CATERING PROVIDER**

We wish to inform you of a change to our cashless catering provider. As you will already be aware, the school uses information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of paying for food in the canteen, borrowing from the library, and monitoring attendance. The information from your child that we use is referred to as 'biometric information' (a fingerprint. Please see attachment with details regarding biometric information).

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system. We have previously asked you for this consent, and therefore if you have already provided us with consent the changeover will take place on this basis without further consent being sought. If you have any concerns regarding this, or wish to withdraw your consent, then please contact the school and we will update your preference.

Please note if your child is eligible for a free school meal, their daily allocation will continue to be automatically credited to their account.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Yours sincerely

Mrs S Mitcherson  
**Headteacher**

## **Biometric information and how it is be used**

*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. The school currently use's information from your child's biometric for the purpose of providing your child with food in the canteen, for borrowing from the library, accessing school printers and monitoring attendance.

The information is used as part of an automated biometric recognition system. This system takes measurements of your child's fingerprint and converts these measurements into a template to be stored on the system. An image of your child's biometric is not stored. The template (i.e. measurements taken from your child's biometric) is what will be used to permit your child to access services.

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

For example:

- (a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Live Register Ltd. This is necessary in order to support and maintain the system.

## **Providing your consent/objecting**

In order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any point or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to pay for food in the canteen, borrow from the library, access school printers, monitor attendance and gain access to secure areas around the site.