

4th July 2024

Dear Parent/Carer

RE: Biometric Fingerprint System for Catering Service

I am writing to outline our plans to use a Biometric Fingerprint System for catering, instead of students having to use an ID card and wear a lanyard to school. This system was used prior to the COVID-19 pandemic at Conisborough College and is common in many schools.

This letter gives you information about the biometric system that we are introducing here at Conisborough college. Students will be able to use the biometrics system to purchase food in the school canteen. You will find further information on the system used below.

Biometric Information and how it will be used

Biometric information is information about a person's body that can be used to identify them, for example information from their fingerprint or from their eyes (as used in modern passports). We will be using information from students' fingerprints.

We will take measurements of a student's fingerprint and convert these into a code that will be stored on the system. This code will then be used to allow that student to access the catering service.

We will not be storing an image of a student's fingerprint.

When a student leaves the school, or if they stop using the biometric system for any other reason, their biometric data will be securely deleted.

The law places certain conditions on how schools can use this information:

- The school cannot use the information for any purpose other than those that it made known to the parent/carer(s) at the time of seeking consent.
- The school must ensure that the information is stored securely.
- The school must tell you what it intends to do with the information.
- Unless the law allows it, the school cannot disclose personal information to another person/body.

Providing your consent/objecting

If one parent/carer gives consent for their student's biometric information to be used, that consent can be cancelled if the other parent/carer objects in writing, or if the child objects. Even the parent/carer who gives their consent can withdraw their consent at a later stage. However, any consent, any withdrawal of consent, or any objection from a parent/carer must be in writing. A child's objection does not have to be in writing.

We hope this new system makes lunch time quicker and easier for students and as mentioned above, is easier if they misplace their lanyard and ID card. Please see below for the permission slip for this.

Yours faithfully,
Lucy Oragano
Principal
Conisborough College

Principal: Ms Lucy Oragano

Consent Form for the use of Biometric Information in School

Please complete the form below if you consent to Conisborough College taking and using information from your child's fingerprint as part of an automated biometric fingerprint recognition system. This biometric information will be used by the school for the purpose of paying for food in the canteen.

In signing this form, you are authorising the school to use your child's biometric information for these purposes until he/she either leaves the school or stops using the system. If you wish to withdraw your consent at any time, you must do so in writing and send it to the school at the following address:

The School Office, Conisborough College, Conisborough Crescent, London, SE6 2SE or by email to reception@conisboroughcollege.co.uk.

Once your child stops using the biometric recognition system, the school will securely delete their biometric information.

Having read the guidance from Conisborough College, I give consent to information from the fingerprint of my child being taken and used by Conisborough College for use as part of an automated biometric recognition system for paying for food in the canteen.

I understand that I can withdraw this consent at any time in writing.

- I, as a parent/carer, give permissions for their fingerprint to be stored and used as part of the iDstore Biometric System at AMI Education.
- I, as a parent/carer, do not give permissions for their fingerprint to be stored and used as part of the iDstore Biometric System at AMI Education.

Student Name: _____ Year Group: _____

Parent/Carer Full name: _____ Relationship to child: _____

Parent/Carer Signature: _____ Date: _____

Further Information and Guidance

This can be found via the Department for Education's 'Protection of Biometric Information of Children in Schools' link:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Data Sharing

The information provided to Conisborough College will be used to process your child's biometric information. We may share the information with third parties such as Lewisham Council departments, Government departments or other local authorities. For further information on data sharing, and our full Privacy Policy, please visit our website.

Data Controller

The Data Controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the group complies with the Data Protection Law. She can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

Principal: Ms Lucy Oragano

Conisborough College
Conisborough Crescent
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