

2013

Dear Parent/Carer

The school wishes to use information about your child as part of an electronic recognition system for cashless catering. This is called 'biometric information' and is information from your child's finger. Under the Protection of Freedoms Act 2012, for us to record and use your son/daughter's information we need at least one parent's written consent. Please see the end of this letter to give your consent.

How and why will biometrics be used?

The stored biometric information will be used solely for our cashless catering system and possibly, in the future, for printer and door access. We **cannot** and **will not** use the information for any other purpose without getting your prior written consent.

Our canteen operates cashless catering, where canteen staff focus on serving food, rather than taking money. In combination with our online payment methods, students do not have to bring cash to school to pay for school meals and can never forget their biometric wallet. If students do bring cash, they can top up their account at several machines in the canteen prior to ordering their meal. Using biometric information means that we do not issue each child with swipe cards, which can be lost damaged or broken. The biometrics system increases the service speed in our canteen and at our snack cabins, meaning we can serve more students in a shorter space of time, giving them longer to eat their meals.

What information is stored where?

Our system stores encrypted mathematical information about certain parts of the finger. Photos and images of the finger are **not** stored. It would be impossible to construct the original fingerprint image from the mathematical information stored. Please see www.kscs.org.uk/biometrics-faq for frequently asked questions regarding biometrics.

The information is encrypted and stored on a secured system owned by the school and managed by the school's IT Services department.

What happens to the information when my child leaves the school?

Any biometric information will be securely deleted when a child leaves the school.

Providing your consent or objecting

To consent please complete the form below and return it to the school or email biometrics@kscs.org.uk giving:

1. **Your name** along with your
2. **child's name** and **date of birth**.

Please turn over as there is more information on the other side of this letter.

Written consent of one parent only is required.

To use the information we require consent from one parent. You can withdraw your consent at any time by contacting the school in writing. If one parent withdraws consent in writing this overrides the other's consent.

If consent is not given or is withdrawn your child will be provided with a swipe card. If this card is lost or damaged there will be a small cost for a replacement card.

Further Information

You can view our full policy regarding use of biometrics on our website at www.kscs.org.uk. If you have further questions please email the school at biometrics@kscs.org.uk.

Yours faithfully



Bryan Erwin
Vice Principal
b.erwin@kscs.org.uk

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Biometrics Consent Form

Having read the information provided to me by Ken Stimpson Community School, I consent to information from my child being used as part of an automated recognition system for cashless catering and door entry.

Parent/Carer name

Name of Student:

Signature:

Date:

Please return this from to the school reception
Alternatively, please email your consent to biometrics@kscs.org.uk