



St Laurence School



Cashless Catering - Biometric Information

St Laurence School has a cashless catering service provided by Nationwide Retail Systems which is widely used in schools and uses a biometric recognition system for identifying students. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide alternative arrangements for them to use the cashless catering service.

From September 2013, under the Protection of Freedoms Act 2012 (sections 26 to 28) we are required to notify each parent and obtain written consent of at least one parent before being able to use a child's biometric information in an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical characteristics that can be used to identify them, for example, information from fingerprints or eyes. The school would like to take and use information from your child's fingerprint for biometric recognition in the school's cashless catering system.

Subject to consent, measurements from your child's fingerprint will be converted into a digital code and stored in the cashless system. An image of your child's fingerprint is not stored.

You should note that the law places specific requirements on the School when using personal information under the Data Protection Act 1998 and, for use in an automated recognition system, by the Protection of Freedoms Act 2012.

For example:

- 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);
- 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 or body. You should note that the only organisation that the school wishes to allow to have access to the information is Nationwide Retail Systems, the suppliers of the equipment and software; this is necessary to operate the cashless catering system.

Consent

To be able to use your child's biometric information, written consent of at least one parent is required. However, consent given by one parent will be overridden if another parent objects, in writing, to the collection and use of their child's biometric information. You may withdraw your consent at any time.

Your child can object, or refuse at any time, to their biometric information being taken or used; their objection does not need to be in writing. We would therefore appreciate it if you would discuss this with your child before completing the consent form.

Consent forms will be issued to all new students but copy forms can be downloaded from our website:

<https://st-laurence.com/cashless-payments>

If we do not receive a signed consent form, biometric data from your child will not be collected and they will not be able to use the biometric recognition system.

If consent is withdrawn or your child leaves the school, their biometric data will be securely deleted.

Other Information

1. Information sheet: <https://st-laurence.com/cashless-payments>
2. ParentPay information: <https://st-laurence.com/cashless-payments>
3. Biometrics in Schools – Advice from DFE: <http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>
4. Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>
5. Protection of Freedoms Act 2012: <http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>