



SHOEBURYNESS HIGH SCHOOL

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Headteacher: Mrs Teri-Leigh Jones

Dear Parents\Carers,

RE: Cashless Catering system - notification of intention to process pupils' biometric information

I am writing to notify you of the schools wishes to use your child's fingerprint biometric as part of the cashless catering canteen system. The purpose of this system is to allow transactions to be made at the tills using your child's fingerprint instead of using the current ID dinner card.

Moving to a fingerprint biometric system will help to improve the service times at the tills as students will no longer need to remember their ID dinner card and will reduce the need for catering staff to look up students on the system who have forgotten/lost their ID dinner card. The fingerprint biometric system also helps to make the cashless system more secure as lost cards cannot be used by other students.

The information from your child that we wish to use is referred to as 'biometric information'.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, their fingerprint. The school would like to collect and use the following biometric information from your child:

- Student's fingerprint

The information will be used as part of an automated biometric recognition system. This system will take measurements of the biometric information specified above and convert these measurements into a template to be stored on the system. An image of your child's biometric information is **not** stored. The template (i.e. the measurements taken from your child's fingerprint) will be used to permit your child to access the cashless catering service.

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:

- The school will not 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 will ensure that the information is stored securely.
- The school will tell you what it intends to do with the information.
- Unless the law allows it, the school will not disclose personal information to another person or body.

Providing your consent/objecting to the use of biometric data

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Under the Protection of Freedoms Act 2012, 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.

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 the use of their biometric information, the school cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given. Please note that you must make any withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used – their objection does not need to be in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

If you do not wish for your child's fingerprint biometric information to be used by the school or your child objects to such processing, we will provide reasonable alternative arrangements for pupils who are not going to use the automated system to pay for school dinners.

Please note that, when your child leaves the school or ceases to use the biometric system, their biometric information will be securely erased in line with the trust's Data Records Management and Retention Policy.

For more information about the use of biometric information, please see the *Protection of biometric information of children in schools and colleges* Trust policy here:
<https://www.secat.co.uk/trust-policies>

How to give consent

To give consent for your child's fingerprint biometric to be used for the cashless catering system, please do the following:

1. Log into My Child at School (MCAS)
2. Go to the Parental Consent section on the menu
3. Select Yes, I give consent under the *Use of Fingerprint Biometrics for Cashless Catering Tills* consent.

Please can we ask that you complete this by **Monday 26th June 2023**. This will allow time to register your child's fingerprint biometric on the cashless catering till system before the end of the academic year.

If you have any questions regarding the use fingerprint biometrics with the school's cashless catering system, please contact the school office.

Kind regards,

Mr B Lawrence

Assistant Head Teacher