

BioStore

12th June 2018

Dear Parent or Guardian,

Biometric Fingerprint System

I am excited to inform you that we will be implementing a new student recognition system using biometrics at Parkside Middle School. This allows us to make the best use of efficient solutions such as cashless catering, library management, print and copy cost control, access control, and registration.

We expect this system to improve the services we are able to offer students and staff significantly, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying (there is nothing that can be stolen for use by another student)
- Children will not have to remember to bring a card
- Reduction in queuing time

This is a technology that is already used successfully by thousands of schools and as a leadership team, we are convinced that this is the right way forward for Parkside Middle School. We are keen to provide an opportunity for parents and guardians to find out more about the system and answer any questions they may have.

We would like to make it clear that Parkside Middle School and BAM FM, our Facilities Management Company, will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian will need to read, consent by email, or sign and return the attached form. We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Further information about biometrics systems is enclosed.

If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully,

Neil Mills

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012 and The GDPR 25.05.2018

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form issued by the school. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.