Biometric information notice - pupils

Introduction

1   The School wishes to use biometric information (see paragraph 3 below) about our pupils as part of an automated biometric recognition system. This is for the purposes of:

- Access control to the senior school building and main gate

- Purchases from The Hatch Cafe

2   Sections 26 to 28 of the Protection of Freedoms Act 2012 (the **Act**) require the School to notify each parent of a child and obtain the written consent of at least one parent before we can use that child's biometric information.

Biometric information and how it will be used

3   Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him / her. The School would like to take and use information from our pupils' fingerprints and use this information for the purposes described in paragraph 1 above.

4   The information will be used as part of an automated biometric recognition system. This system will take measurements of the pupils' fingerprints and convert these measurements into a template to be stored on the respective systems. An image of the pupil's fingerprint is not stored. The template (i.e. measurements taken from the pupil's fingerprint) is what will be used.

5   The law places specific requirements on the School when it uses biometric information, about pupils. For example:

5.1   the School cannot use the information for any purposes other than those described above;

5.2   the School must ensure that the information is stored securely;

5.3   the School must tell parents and pupils what it intends to do with the information;

5.4   the School will not disclose the biometric information to a third party unless permitted by law. The School may however share the information with Suprema and Kappture (Addvance IT Ltd) for the proper use of the automated biometric recognition systems.

Providing your consent / objecting

6   The School requires the written consent of at least one parent to use a pupil's biometric information. However, consent will be overridden at any time if the other parent objects in writing. The School will also seek the consent of a pupil if he / she has sufficient maturity to exercise his / her data protection rights. In most

cases consent will be sought from pupils going into Year 7 or above. Also, if a pupil objects to the use of his / her biometric information at any time, the School cannot collect or use that information. Parents may also withdraw your consent at any time in writing addressed to the School.

7   Parents and pupils can give their consent by completing and returning the School's biometric information consent form.

8   Please note that when a pupil leaves the School, or if for some other reason he / she ceases to use the biometric system, his / her biometric information will be securely deleted within 28 days.

Consent form for the use of biometric information in School

Please complete this form if you and your child consent to the School taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the School for the purposes described in the School's biometric information notice (please see copy attached).

CROSFIELDS
SCHOOL

For parents

By signing this form, you authorise the School to use your child's biometric information for the purposes described in the biometric information notice until he / she either leaves the School or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing (email) and sent to the School Office at the following address: office@crosfields.com

Once your child ceases to use the biometric recognition system, his / her biometric information will be securely deleted by the School within 28 days.

If you do not provide consent we will not use your child's biometric information. Your child will not be able to make direct purchases from The Hatch Café and will have to access the senior school building via the reception desk rather than through the main entrance gates.

Parental consent

I confirm that I have read the School's biometric information notice and I give consent to information from the fingerprint of my child being taken and used by Crosfields School as part of an automated biometric recognition system for the purposes described in the School's biometric information notice.

I also understand that I can withdraw this consent at any time in writing to the School Office requesting an acknowledgement of my withdrawal. I confirm that I will make the other Parent and the Pupil aware of any withdrawal of consent. I understand that if I withdraw my consent that any use of my child's fingerprint already undertaken remains valid.

Name of child	
Name of parent	
Email of parent	
Signature of parent	
Date	

CROSFIELDS
SCHOOL

For pupils

Please complete this form if you consent to the School taking and using information from your fingerprint so that you can gain access to the senior school building and main entrance gate and make purchases from The Hatch Café.

By signing this form, you give the School permission to use your biometric information for this purpose until you either leave the School or stop using the system. If you wish to withdraw your consent at any time please speak to your form tutor.

Once you stop using the biometric recognition system, your biometric information will be securely deleted by the School.

You do not have to give your consent if you do not want to. If you do not consent then you will not be able to make direct purchases from The Hatch Café and will have to access the senior school building via Reception rather than through the main entrance gates.

Pupil consent

I give consent to information from my fingerprint being taken and used as explained above.

I understand that I can withdraw this consent at any time, for example by speaking to my form tutor. I also understand that if I withdraw my consent that any use of my fingerprint already undertaken remains valid.

Name	
Signature of pupil	
Date	