

June 2015

Dear Parent / Carer,

RE: NEW BIOMETRIC SYSTEM

From Wednesday 8th July 2015 Broadoak Mathematics and Computing College will be implementing a new student recognition system using biometrics. This will allow us to make the best use of efficient systems such as cashless catering, library software, print and copy cost control, access control and registration systems.

We expect this system to improve the services we are able to offer students 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 as 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 Broadoak.

We would like to make it clear that Broadoak Mathematics and Computing College 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, sign and return the form attached with this letter. We will also offer an opportunity to opt out for those students who, upon consideration, would prefer to use alternative forms of identification.

Contd.....

'Maximising students' abilities, ambitions and academic potential'

Windwhistle Road
Weston-Super-Mare
North Somerset
BS23 4NP

Telephone : 01934 422 000

Facsimile : 01934 413 903

Email: enquiries@broadoak-n-somerset.sch.uk

www.broadoak.n-somerset.sch.uk



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



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.

Cashless Catering

From Wednesday 8th July 2015, all purchases from our catering services will be cashless. To enable your child to purchase food and drinks, you will need to add sufficient funds to your child's ParentPay account; this will appear as an option on your child's individual account. If you have any ParentPay enquiries regarding this, please contact the Finance Office.

Current Legislation – The Protection of Freedoms Act 2012

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 one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

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.

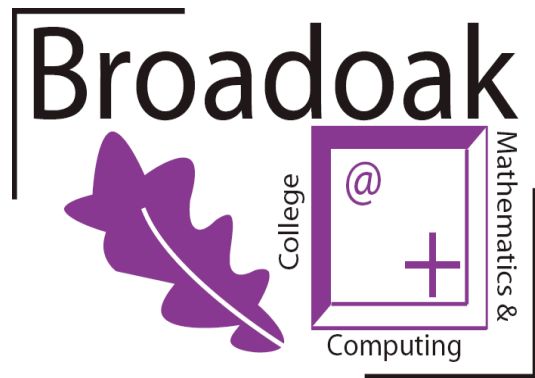
Should you agree to the processing of your child's biometric information, a biometric measurement of your child's finger will be taken in the week beginning 6th July 2015. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you have any concerns or would like to discuss this in more detail, please contact the school. Otherwise, please complete and return the attached proforma to Reception as soon as possible.

Yours faithfully,



Ms S Pritchard
Headteacher



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

I give consent to the school for the biometrics of my child to be used by Broadoak Mathematics and Computing College for use as part of a recognition system as described in the attached letter.

I understand that I can withdraw this consent at any time in writing.

Name of Student: **TG:**

Name of Parent:

Signature:

Date:

Please tick this box if you wish to opt out of the use of biometric data for your child