



Davenant Foundation School

Nurturing, Mind, Body & Spirit

Headteacher: Mr A. Thorne
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Dear Parent/Guardian,

RE: Notification of intention to process students' biometric information and consent form

I am writing to notify you of the school's wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. The purpose of this system is to run our payment system for school meals.

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, e.g. their fingerprint. The school would like to collect and use the following biometric information from your child:

- **Student's fingertip** (*not the whole fingerprint*).

The school would like to use this information for the purpose of providing your child with the means to pay for their school meal using their 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) will be used to permit your child to access services.

The law places specific requirements on schools when using personal information, such as biometric information, about students 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.

Davenant Foundation School fully complies with information legislation.

For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.

Davenant Foundation School is a company limited by guarantee registered in England and Wales with registered number 07540256.

Registered Office: Davenant Foundation School, Chester Road, Loughton, Essex IG10 2LD

Please note, the school has to share the information with the following bodies:

- Harrison Catering who provide the school's meal service

This is necessary in order for Harrison Catering to store the encrypted fingerprint information into their payment system software.

Providing your consent/objecting to the use of biometric data

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 consent, 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.

The school is happy to answer any questions you or your child may have.

If you do not wish for your child's biometric information to be used by the school, or your child objects to such processing, the school will provide an alternative slower and less convenient arrangement for students who are not going to use the automated system to pay for school meals.

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 school's Records Management Policy.

Please **tick the box on the Admissions Form** to confirm if you do or do not consent to the collection and use of your child's biometric information.

Yours sincerely,



Mrs D H Lake
Deputy Head