

To: Parent/Carers of Students in Year 7 to Year 13

Our ref: 87100431

1 July 2021

Dear Parent/Carers

## **RE: Consent form to process student biometric information**

South Hunsley School and Sixth Form uses a 'cashless' catering and library system where by a student can use their fingerprint to pay for a school meal or access the library system.

As these two systems use biometric information (students can be identified from their fingerprint), under the Protection of Freedoms Act 2012 and data protection legislation we require parent or carer consent for this. If you do not wish for your son/daughter to use this system a swipe card for payment/access can be provided instead.

### **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. In this case the information comes from a fingerprint.

The information will be used as part of an automated biometric recognition system. This system will scan your son/daughter's fingerprint and convert this in to a template that is stored on the school IT system. The actual image of the fingerprint itself is not stored. The template based on measurements taken from the student's fingerprint is then used to permit access our cashless catering system and library.

This is the only use that will be made of the biometric information. The information that has been collected will be held on our secure school servers and will only be used for as long as consent is in place or the student remains at South Hunsley School.

Cunninghams supply our cashless catering system and library systems, and the following student information only will be used to provide this service: student name, free school meal eligibility, biometric information.

### **Providing your consent/objecting**

As stated above, in order to be able to use your son/daughter's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their son/daughter's biometric information. Similarly, if the student objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You (or the student) can withdraw this consent at anytime. This withdrawal of consent must be given in writing by a parent, however your son/daughter can object or refuse verbally. We would appreciate it if you could discuss this with your son/daughter and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your son/daughter may have. Additionally please visit <https://southhunsley.org.uk/key-documents-and-policies/> for a copy of the school's privacy notice in relation to how we process personal information.

If you do not wish your son/daughter's biometric information to be processed by the school, or your son/daughter objects to such processing, we will provide alternative access in the format of a swipe card.

If you give consent to the processing of your son/daughter's biometric information, please sign, date and return the enclosed consent form to the school.

Please note that when your son/daughter leaves the school/college, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

### **Collection of Biometric Information**

Once the school has your consent, we will take a scan of your son/daughter's fingerprint. This will be done either on the school's induction day or the first day of term in Year 7.

For any student who has previously had a fingerprint image taken under the previous catering system (as we have recently changed suppliers), we still have a record of this information, so no new image is required. However we require your consent to confirm that you are happy with the move to the new supplier, and to continue using your son/daughter's fingerprint image.

### **Further information and guidance**

This can be found via the following links:

Department for Education's *'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff'*:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>.

ICO guide to data protection for organisations: [Guide to data protection | ICO](#)

ICO guidance on data protection for education establishments: [Education | ICO](#)

[School privacy notice](#)

Cunningham's Privacy Notice <https://southhunsley.org.uk/key-documents-and-policies/>

Yours faithfully



Mr B Gray  
**Deputy Headteacher**

## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using information from your son/daughter's fingerprint by South Hunsley School and Sixth Form College as part of an automated biometric recognition system. This biometric information will be used by South Hunsley School and Sixth Form College for the purpose of accessing the cashless catering and library systems.

In signing this form, you are authorising the school to use your son/daughter's biometric information for this purpose 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 and sent to the school/college at the following address:

South Hunsley School and Sixth Form College  
East Dale Road  
Melton  
East Riding of Yorkshire  
HU14 3HS  
or  
[reception@southhunsley.org.uk](mailto:reception@southhunsley.org.uk)

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

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Having read guidance provided to me by South Hunsley School and Sixth Form College, I give consent to information from the fingerprint of

\_\_\_\_\_ (**Student Name**) \_\_\_\_\_ (**Form**)  
being taken and used by South Hunsley School and Sixth Form College for use as part of an automated biometric recognition system for accessing the cashless catering and library systems

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

**Name of Parent/Carer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to: the main school reception.