**Notification of intention to process pupils’ Biometric information**

The Ilfracombe Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is so that your child may purchase a meal at school. 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, for example, information from their fingerprint/iris/palm. The Ilfracombe Academy would like to take and use information from your child’s fingerprint and use this information for the purpose of processing payment for your child’s meals at school.

This system will take measurements of your child’s fingerprintand convert into a template to be stored on the system. An image of your child’s fingerprintis not stored. The template will be used to permit your child to access services*.* You should note that the law places specific requirements on schools when using personal information, such as biometric information, For example:

* The Ilfracombe Academy *cannot* use the information for any purpose other than for those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
* The Ilfracombe Academy must ensure that the information is stored securely;
* The Ilfracombe Academy must tell you what it intends to do with the information;
* Unless the law allows it, the school cannot disclose personal information to another person/body, The Ilfracombe Academy only shares information with **Cunninghams**, our supplier of biometricsystems. This is necessary in order for them to manage and update our system.

**Providing your consent/objecting**

Under the Protection of Freedoms Act 2012 (sections 26 to 28), 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. You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/herobjection does not need to be in writing. We would appreciate it if you could discuss this with your child 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 child may have. If you do not wish your child’s biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. This would be in the form of a card, in the event of loss or damage to the card, a charge of £2.00 would be made for a replacement.

If you give consent to the processing of your child’s biometric information, please sign, date and return the section on the enclosed permission sheet to the Academy. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

**Further information and guidance**

This can be found via the following links and from our website:

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: http://www.ico.gov.uk/for\_organisations/data\_protection/the\_guide.aspx

ICO guidance on data protection for education establishments: <http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx>