

## BIOMETRICS CONSENT

The Protection of Freedoms Act 2012 comes into effect on 1 September 2013. This deems that all students need consent from parents/carers to use our automated biometric recognition system, even if students are already currently using it.

Clevedon School introduced Cunninghams' Cashless Catering system in February 2013. This has been highly successful since its introduction, operating alongside our online payment system, ParentPay. Cashless Catering uses biometric finger recognition technology, where the students, and staff, enjoy using a safe, secure and user-friendly service.

The major benefits of a biometric cashless system at Clevedon School are:

- Efficient service, with faster delivery and shorter waiting time at the tills.
- Confidentially for free school meal entitlement - daily credit is automatically assigned, appearing the same as a cash balance.
- Gives parents confidence that money given for food purchased will be used for that purpose.
- Further enhancement of Clevedon School's drive to promote healthy eating.
- Avoids the potential problems of loss, theft and bullying that can come with cards. We want the system to be as easy as possible for students, parents and staff to use. A biometric system allows this.

### SOME KEY QUESTIONS ABOUT THE BIOMETRIC CASHLESS CATERING SYSTEM:

#### What is finger scanning technology?

IMPACT biometrics operates by using an image of the finger to create a short numeric code (algorithm), this is encrypted at the point of collection and stores this biometric data in a secure database but does not store any fingerprint images. The numeric code is sufficient to recognise someone in a school community but the amount of data held cannot be used to uniquely identify someone from a much larger population. Also the data cannot be used to recreate fingerprint images.



#### What data will be held?

Certain data will be held on the system to enable accurate operation. This will include the student's name, tutor group, photo, account balance, meal entitlement and the biometric number. Other than the biometric number, this data is already held on the school administrative database. The data will only be utilised for the purposes of cashless catering and is not passed to any third parties except where necessary for implementation of the system.

The biometric number data is stored within the Cunninghams' IMPACT database. As stated above, this data is immediately encrypted. It is not directly visible or accessible by any of our staff. It is held within a secure database, on a secure server behind all our additional firewall and network security. Access to the management database is password protected and is only available to senior authorised personnel.

It is school policy that once a student leaves school their record is deleted from the database and the biometric data is immediately deleted. The digital signature is only stored for people who are actually at the school and no biometric records are retained for leavers. All data is processed in accordance with the Data Protection Act 1998.

#### How is the biometric system utilised to obtain food?

A finger will be placed on a biometric scanner at a till. This will activate an individual's account which will be displayed on screen for the catering operator, including name and current balance (including allowance for Free School Meal students). The operator will then enter the selected food and drink into the till from an itemised keyboard screen, while the amount spent and the new balance will show on the display.

For your reference, a copy of this letter alongside further information about Cashless Clevedon can be found on the school website:

[www.clevedonschool.org.uk](http://www.clevedonschool.org.uk)



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**RETURN YOUR COMPLETED CONSENT SLIP TO THE RESPONSE BOXES OUTSIDE THE HOUSE OFFICE BY FRIDAY 28 JUNE.**



### CONSENT FOR THE COLLECTION, USE AND STORAGE OF BIOMETRIC INFORMATION

For the purpose of Cashless Catering, I give my consent for the collection, use and storage of the digital signature of my child's fingerprint by Clevedon School. I understand that I can withdraw my consent at any time in writing.

Yes  No

If **NO**, I understand that my child will be issued with a card for use with the Cashless Catering system. I understand that there will be a charge of £5 to replace this if the card is lost or stolen.

NAME OF STUDENT: \_\_\_\_\_ TUTOR: \_\_\_\_\_

PARENT NAME (Please print) \_\_\_\_\_

PARENT/CARER SIGNED \_\_\_\_\_ DATE \_\_\_\_\_