



1st July 2013

Dear Parent

Biometric Food Hall System

As you will be aware, we use a biometric recognition system at the School in our Food Hall providing a cashless catering system.

This benefits our School Community in many ways including:

- A fast and efficient way of purchasing food
- No need to worry about finding daily cash for ‘lunch money’ – just ‘top-up’ using ParentPay
- No need to issue cards or other recognition formats that may be forgotten or mislaid

In order to comply with the provisions of the Protection of Freedoms Act 2012 (coming into force in September 2013), we need written permission from you in order for students to continue to use the biometric system. Please complete the permission slip below or send an email to monmouthcompconsent@monmouth.schoolsedu.org.uk

Further information provided by the Department of Education about the use of biometrics in schools is also attached.

If you would like more information or the chance to discuss this further, please do not hesitate to contact me.

Yours faithfully

Mr R V Davies
Headteacher

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL - Please return this form to: Monmouth Comprehensive School Main Reception

Name:

Form:

Please complete this form if you consent to your child continuing to use biometric systems at Monmouth Comprehensive School for current or future use of cashless catering, library management, printing, door access, lockers, and e-registration 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 Monmouth Comprehensive School for use as part of a recognition system as described above.

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

Name of Parent:

Signature:

Date.....



IMPORTANT NOTES FOR PARENTS

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 currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only 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 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.

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 continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission by September 2013 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 your child continuing to use the biometric system, it is important that you return the signed consent form below as soon as possible. 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.