

The McAuley Catholic High School

A Catholic Voluntary Academy

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www.mcauley.org.uk

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Headteacher: Mrs C M Brown

Deputy Headteacher: Mrs F Newsome Deputy Headteacher: Mr G Long Deputy Headteacher: Mr P Cleary

Our Ref: LBA/JH

27 April 2015

Dear Parent/Carer

We recently wrote to you regarding the installation of a cashless catering system in school. According to our records, you have not given us your consent to enrol your child in the system that uses a thumb scan to validate students' lunch payments. This is possibly because you did not receive a previous communication, or that you had decided that you preferred not to provide consent.

I have enclosed further information and a consent form if you do wish to now enable your child to use this method.

Students for whom we have no consent, will be provided with a personal identification number (PIN) to use instead. However, this method is potentially a little less secure if the student should accidentally disclose their PIN.

Yours sincerely

Mr L Baker
Assistant Headteacher

Enc.



"I have come that they may have life and have it to the full" John 10:10

DC3/15 Data Collection Form: Data Consent and Internet Access

Please provide the following information and consents for your child.



1 Student's Basic Details

Full name of Child

Form Group (if known, e.g. 7A)

2 Internet Access

Does your child have access to the Internet at home? (via a computer/laptop/tablet device) yes no

3 Photography and Video Recording

Our students take part in a wide range of events and activities in school and through extra-curricular sessions and we would like to be able to share images and video recordings of some of these with parents and the wider community through our website, newsletters, prospectus and other publications.

To comply with the Data Protection Act 1988, we must seek your consent in order that we may use images and recordings involving students. We trust that you will see the great benefit of being able to capture events and activities in this way and hope that you will be willing to support us in developing these resources by consenting to this use.

I am the person responsible for the child named overleaf and I understand that by signing this consent, the school may use images and recordings of my child in the ways outlined above.

Signature of Parent/Guardian

4 Consent for the use of Biometric Data in School

Having read the guidance overleaf, I give consent to information from the finger scan of my child (named above) being taken and used by The McAuley Catholic High School for use as part of an automated biometric recognition system for access to cashless dining facilities, library and in-school ICT services. I understand that I can withdraw this consent at any time in writing.

Signature of Parent/Guardian

5 Your details

Your full name

Relationship to child

Date

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear Parent/Carer

The school wishes to use information about your child as part of an automated recognition system. This is for the purposes of library access, cashless dining facilities and in-school ICT systems.

The information from your child that we wish to use is referred to as 'biometric information' (see next section). 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.

Why do we want to use this information?

Using this biometric information will make it easier for your child to access library facilities as they will not have a card to lose, and no one else will have access to their library account. As we are introducing a cashless catering service in the near future, we feel that using automated recognition is most secure, as cards can be lost or stolen and pin numbers shared. Cashless catering will remove the need for pupils to bring money into school and give you as parents greater control over where they are spending their dinner money and what they are eating in school.

Biometric information and how it will be used

Biometrics measures an individual's physical features such as a finger scan and stores it in a database. Once a finger scan is authenticated, access to the appropriate application is granted. For example, the student's cashless catering account.

The school would like to take and use information from your child's finger scan and use this information for the purpose of providing your child with access to library, cashless dining facilities and in-school ICT systems.

This system will take measurements of your child's finger scan and convert these measurements into a template to be stored on the system. An image of your child's finger scan is **not** stored. The template is what 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, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) the school *cannot* 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);
- b) the school *must* ensure that the information is stored securely;
- c) the school *must* tell you what it intends to do with the information;
- d) unless the law allows it, the school *cannot* disclose personal information to another person/body – you should note that the only person/body that the school *wishes* to share the information with is our cashless catering provider.

Providing your consent/objecting

As stated above, in order to be able to use your child'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 child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

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. This means that, if you give consent but later change your mind, you can withdraw this consent. 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. Their objection 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 to access library, dining facilities and other ICT systems.

If you give consent to the processing of your child's biometric information, please sign and date the appropriate consent on the reverse of this sheet. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.