

Guidance Notes for 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. The college would like to take and use information from your child's fingerprint and use this information for the purpose of enabling your child to pay for their meals in the college canteen.

The information will be used as part of an automated biometric recognition system which will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. The measurements of the fingerprints will be stored and not the fingerprint itself. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on Colleges when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- (a) the college 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 college must ensure that the information is stored securely;
- (c) The college must tell you what it intends to do with the information;
- (d) The College will not use the biometric information for any purpose other than that stated above. The College will store the biometric information collected securely in compliance with the Data Protection Act 1998. The College will not share this information with anyone else and will not unlawfully disclose it to any other person.

Providing your consent/objecting

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 college 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. This 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 college is 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 College, 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 purchase College meals.

Please note that when your child leaves the College, 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:

Department for Education's 'Protection of Biometric Information of Children in Colleges – Advice for proprietors, governing bodies, head teachers, principals and College staff':
<http://www.education.gov.uk/Colleges/adminandfinance/Collegeadmin>

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