



April 2017

Dear Parent/Carer

As you will be aware, we use a biometric recognition system for school meals which is very successful. We find this provides students with a number of significant benefits including:

- Entitlement to free school meals is anonymous
- Students do not have to remember to bring dinner money, or carry cash around the academy

From 1<sup>st</sup> September 2013, the Protection of Freedoms Act 2012 requires us to obtain your opt in permission to use your child's fingerprint (biometric information) in the academy. We need written permission from a parent/carers in order for students to use this system.

### **Biometrics and Security**

As part of our catering system, we currently record a biometric measurement taken from a finger. The system uses an image of the fingerprint to create a mathematical algorithm and then disregards the fingerprint, only the numbers remain and these cannot be converted back into fingerprint images. Biometric information is stored securely by the academy in compliance with the Data Protection Act 1998 and cannot be used by any other source for the purpose of identification.

Please note that when your child leaves the academy, or if for some reason they cease to use the biometric system, their data will be permanently deleted.

Should you agree to your child using this method, it is important that you sign and return the consent form to Jackie Gorey at Arnold Hill Academy.

### **Can I opt-out at a later date?**

You can withdraw your consent at any time by writing to Arnold Hill Academy. If we receive a request to opt-out of the system from a person with parental responsibility, that instruction will take priority and any other request will be overridden.

For additional information please see the reverse of this letter. Should you require any further information please contact our Data Manager, Mrs Gorey via email – [Jacqueline.Gorey@arnoldhillacademy.co.uk](mailto:Jacqueline.Gorey@arnoldhillacademy.co.uk).

Yours sincerely

**Mr M Robertson  
Head of Academy**

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW  
The company's registered number is 8128513



## **IMPORTANT INFORMATION FOR PARENTS/CARERS**

### **Background to the use of biometrics in school**

For the sake of clarity, biometric information is information about someone's physical or behaviour characteristics that can be used to identify them. There are so 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 academy. The data that is held cannot be used by any other agency and the academy will not use the biometric information for any purpose other than that stated overleaf. The academy 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 the academy to:

- Inform parents about the use of the biometric systems in the academy and explain what applications use biometrics
- Receive written permission from one parent if the academy is to continue processing biometrics for their child (children under 18 who do not have permission from September 2013 will not be allowed to use the biometric system at the academy)
- Allow children to choose an alternative way of being identified if they wish

If you do not wish your child to use the biometric system then you are required to write to the academy with your objection to this process.

Should you agree to your child continuing to use this system it is important you return a signed consent form. Please note that when your child leaves the academy, or if for some reason they cease to use the biometric system their data will be permanently deleted.

If you still would like to discuss this with a member of staff please feel free to contact the academy.