

Chadwell Heath Academy

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Headteacher: Mr S.N. Bull

13th October, 2016

Dear Parent,

I wish to inform you that we will be implementing a new cashless system in our canteen in January 2017. This means that it will no longer be possible to purchase food with cash. We expect this system to improve the services we are able to offer students and staff significantly, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with cash
- Children will not have to carry cash
- Reduction in queuing time
- Parents will be able to view a purchase history for their child

To facilitate this change we will employ a student recognition system using biometrics in conjunction with an online payment system. The first step is to obtain your permission for the biometrics of your child to be used by the school. The company providing the biometric system is Biostore and the system is called Fastrak. The online payment system is likely to be provided by ParentPay. Further information about biometrics systems is enclosed and there is a FAQ document on our website. More information about the online payment system will follow in due course.

Biometrics is a technology that is already used successfully by thousands of schools and as a leadership team we are convinced that this is the right way forward for our school. We would like to make it clear that Chadwell Heath Academy will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent will need to read, consent by email, or sign and return the attached form.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.N. Bull', written over a horizontal line.

Mr S.N.Bull
Headteacher

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 will record a biometric measurement taken from a finger, **but not a fingerprint image**. The information is stored in a highly secure database and will only be 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 will 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 process biometric information 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 we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, 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.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric 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 named below to be used by Chadwell Heath Academy 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 Pupil.....Year/Form Group.....

Name of Parent:

Signature:

Date:

Please return this form to: Main Office Chadwell Heath Academy.