

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear Parent/Carer

The College wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of catering and library account access. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). 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.

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, for example, information from their fingerprint/ iris/palm. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with catering and library account access.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is **not** stored. The template (i.e. measurements taking 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 schools and colleges when using personal information, such as biometric information, about pupils 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) unless the law allows it, the College cannot disclose personal information to another person/body

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, College cannot collect or use their 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 College 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 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 access catering/library accounts.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the College. If you wish to object please also do this in writing. **We need a response either way to ensure the correct processes are in place for your child at the start of next term so please reply as soon as possible. A separate consent/objection is required for each child attending the school.**

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

Yours sincerely

K. Clarke

Miss K. Clarke
Bursar



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the College taking and using information from your child’s fingerprint by Kings International College as part of an automated biometric recognition system. This biometric information will be used by Kings International College for the purpose of administration of the College library/canteen.

In signing this form, you are authorising the College to use your child’s biometric information for this purpose until they either leave the school or cease to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school College at the following address:

Finance Office
Kings International College
Watchetts Drive
Camberley
Surrey
Gu15 2PQ

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the College.

Having read guidance provided to me by Kings International College, I give consent to information from the fingerprint of my child: _____ tutor group _____ being taken and used by Kings International College for use as part of an automated biometric recognition system for administration of the College library/canteen.

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

Name of Parent:

Signature:

Date: