



Hagley Catholic High School
Phone: 01562 883193
www.hagleyrc.worcs.sch.uk
Principal: Mr J Hodgson

Dear Parents/Carers

The school 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 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*] 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 their school lunch.

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 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 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.

Consent Form for The Use of Biometric Information in School

Please complete this form if you consent to the school taking and using information from your child's fingerprint by Hagley Catholic High School as part of an automated biometric recognition system. This biometric information will be used by Hagley Catholic High School for the purpose of the administration of school meals.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases 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 at the following address, **Data Protection Officer, Hagley Catholic High School, Brake Lane, Hagley, Worcestershire, DY8 2XL**

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Registered Office
Hagley Catholic High School
Brake Lane, Hagley
Worcs, DY8 2XL

Tel: 01384 210 542
www.emmausmac.com
info@emmausmac.com

Our journey with Christ



Having read guidance provided to me by Hagley Catholic High School, I give consent to information from the fingerprint of my child:

[insert name of child]

being taken and used by Hagley Catholic High School for use as part of an automated biometric recognition system for administration of school meals.

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

Name of Parent:

Signature:

Date:

Please return this form to: the main school office

Further Information and Guidance

This can be found via the following links:

Department for Education's [*'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff'*](#):

ICO guide to data protection for organisations: [Guide to data protection | ICO](#)