

Dear Parent or Carer,



18 July 2018

Cashless Catering

In September we will be adding biometric access to our cashless catering system at the school. This system will enable pupils to pay for meals in school by presenting their fingerprint rather than using a card. This will remove the issue of students losing, forgetting, or breaking cards resulting in longer queuing times to gain access to food.

Although the system scans your son or daughter's fingerprint it does not retain a copy of this on the system. Instead it scans the fingerprint to create a unique number, which it compares to the stored number on the system, to allow payment. This is a system that is used in many schools across the country and within schools in Milton Keynes.

In line with the General Data Protection Regulation (GDPR), we have included a consent form with this letter about the implementation of this. It explains how we would obtain and use your daughter or son's fingerprint (otherwise known as "biometric information"). Please read this carefully, and return the reply slip if you agree to the school processing your child's biometric information. Biometric registration will start on Wednesday 5th September for Year 7 and 13, and 6th September for Years 8 to 12. To register, your son or daughter must bring the signed consent form with them as this will be collected at the point of registration. A copy of the consent form is also available on the school website. The system will go live on 5th September.

If you have not given consent for your child's fingerprint to be used for this purpose, then you will be able to continue to use the card system currently in place. Please note that if your son or daughter has lost their card you will be required to purchase a replacement card from the Finance Office before you can use the canteen. The cost is £2.00. All Year 7 students will be issued a card in the first instance for free even if you consent for the use of the biometric system.

We will also be introducing an online payment system "Wisepay" to allow students' catering accounts to be topped-up via a secure website or app. This will complement the cash payment system currently in place and further details will follow shortly. The system will help reduce the loss of cash carried by pupils, and give parents/carers oversight of how their child spends their money in school.

Yours sincerely

JASON FALKNER
BUSINESS MANAGER

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Headteacher: Mrs P Lawson

Biometric Consent Form



Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics including a digital photograph, a fingerprint or a hand shape. As part of our identity management system, 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 the service

Our system allows us to use a secure database holding biometric data and it is kept separate from other data. This means that we will store the least amount of data possible. 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 for cashless catering. In compliance with the General Data Protection Regulation 2018, the School will store the biometric information collected securely, the School will not share this information with anyone else and the School will not unlawfully disclose it to any other person.

Schools are required to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.

Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, 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.**

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.

Name of pupil: **Form group:**

I give consent for the biometrics of my child to be used by The Radcliffe School as part of the cashless catering system as described above. I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer:

Signature:

Date:

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