

1<sup>st</sup> March 2014

Dear Parents,

I am writing to inform you of the payment arrangements operational in our school canteen. In order to ensure maximum efficiency in taking payment for food we are introducing a cashless system using biometrics for payment at the tills.

This means that instead of paying by cash your child simply places their finger in the scanner and their identification will be verified. The information held is not a fingerprint and I have attached some information explaining the system in more detail. Upon verification monies will be drawn down from a personal account from which they will pay for their food and you will be able to top this up on line or by cheque. If your child is entitled to Free School Meals their allocation will automatically be credited to their account every day. We will contact you at a later date to explain these methods of payment in more detail.

There are other advantages to the biometric system; a finger unlike a card cannot be lost, mislaid or stolen. This means that you can be sure the money you allocate to your child is safe.

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. I have detailed some information about this and a consent letter for you to sign and **return to the school by 31<sup>st</sup> March 2014.**

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will issue them with a card that must be presented at the tills. Your money or the Free School Meal allocation will be automatically credited to this card.

Please read through the attached information and if you have any questions or you would like clarification on any of this information please contact the School Business Manager by email: [ros.stephen@dorothy-stringer.co.uk](mailto:ros.stephen@dorothy-stringer.co.uk)

Kind regards



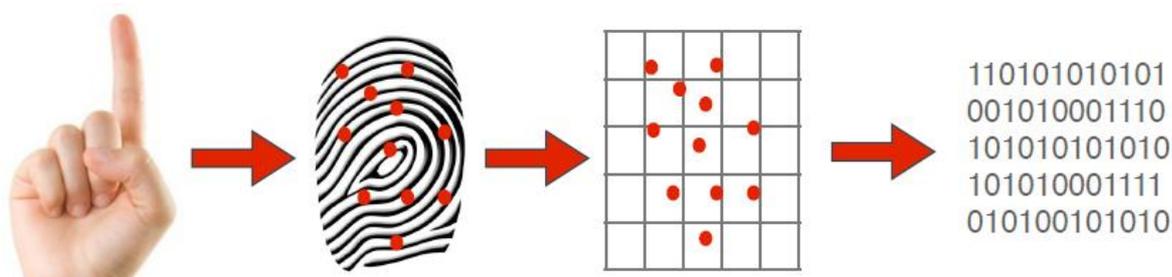
Richard Bradford

Headteacher

## The Biometric System

The biometric system is an automated recognition of information held on your child, this is not your child's fingerprint but rather a series of numbers created from your child's finger. A fingerprint scanner system has two basic jobs -- it needs to obtain an image of a finger, and then determine whether the pattern of ridges and valleys in this image matches the pattern of ridges and valleys in pre-scanned images.

**Only specific characteristics, which are unique to every fingerprint, are filtered and saved as an encrypted biometric key or mathematical representation. No image of a fingerprint is ever saved, only a series of numbers (a binary code), which is used for verification. The algorithm cannot be reconverted to an image, so no one can duplicate your fingerprints.**



You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students 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. catering)
- (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;
- (d) Unless the law allows it, the school cannot disclose personal Information to another person/body – you should note that the only person/body that the school wishes to share the information with is the supplier of the biometric system. This is necessary in order to set it up.

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, the school cannot collect or use his/her biometric information for inclusion on the

automated recognition system. Any consent, withdrawal of consent or objection from a parent must be in writing.

From the start of the Summer term cash will not be accepted in the Canteen. Payment will only be accepted by Biometric finger printing or card. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will issue them with a card that must be presented at the tills. Your money or the Free School Meal allocation will be automatically credited to this card.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

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

.....  
Having read guidance provided to me by Dorothy Stringer School, I give consent to information from the fingerprint of my child:

Name of child.....  
being taken and used by Dorothy Stringer School for use as part of an automated biometric recognition system for the payment of catering purchases within the school canteen.

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

Name of Parent:  
.....

Signature: .....

Date: .....

Please return this form to Bubbles Robinson in the School Library by Monday 31<sup>st</sup> March 2014

