



Dear Parent/Carer,

**Biometric System – Cashless Catering**

When a pupil commences their education at Parklands we require them to enrol onto the cashless catering system using their finger print.

We believe this provides the school with a number of very significant benefits including:

- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Reduction in the need for cash handling
- Students do not have to remember to bring a card
- Reduction in queuing time

In order to comply with the provisions of the Protection of Freedoms Act 2012 we need written permission from a parent/carer in order for pupils to use the biometric system. Please complete the permission slip below and return it to school as soon as possible.

If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully,

C Slater  
Network Manager



## 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 currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only 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 the library system, but the school is hoping to move forward with this system in other relevant areas. This means we 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 continue processing biometrics 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 November 3rd 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 or your child chooses to use an alternative form of identification, such as an Identity Card, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to your child continuing to use the biometric system, 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.

If you would like to discuss this in more detail, please contact the school.



Parklands High School, An Academy  
Southport Road, Chorley, Lancashire PR7 1LL  
Tel: 01257 264596



**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to your child using biometric systems at Parklands High School for use with the cashless catering 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 to be used by Parklands High School for use as part of a recognition system as described above.

**Name of Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to form tutors as soon as possible.