
Ormiston Bolingbroke Academy

Barnfield Avenue, Murdishaw, Runcorn, WA7 6EP

Tel: 01928 711643 e-mail: admin@ob-ac.co.uk

Principal: Kathryn Evans BA (Hons) NPQH



Dear Parent/Carer

RE: Notification of intention to process pupils' biometric information and consent form

I am writing to notify you of the academy's wishes to use information about your child as part of an automated (ie. electronically-operated) recognition system. The purpose of this system is to facilitate catering transactions and printing access to be made using students' fingerprint identification pattern instead of by using cash or logging in.

The information from your child that we wish to use is referred to as 'biometric information'.

Biometric information and how it will be used

Biometric information is information about a person that can be used to identify them, for example, information from their fingerprint. The academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to library facilities and our cashless cafeteria. 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 CHILDS'S FINGERPRINT IS NOT STORED.** The template (ie. measurements taking from your child's fingerprint) is what will be used to permit your child to access services.

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:

- The academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents.
- The academy must ensure that the information is stored securely;
- The academy must tell you what it intends to do with the information.
- Unless the law allows it, the academy cannot disclose personal information to another person/body.

Providing your consent / objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, 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.

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 the use of their biometric information, the academy cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given.

Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used

If your child objects they do not need to do this in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The academy is happy to answer any questions you or your child may have by contacting Richard Morris, Operations Manager (r.morris@ob-ac.co.uk) with any questions you may have.

If you do not wish for your child's biometric information to be used by the academy, or your child objects to such processing, the academy will provide reasonable alternative arrangements for pupils who are not going to use the automated system to catering transactions and printing access.

Please note that, when your child leaves the academy or ceases to use the biometric system, their biometric information will be securely erased in line with the academy's Record Retention policy.

Please complete the form below to confirm if you do or do not consent to the collection and use of your child's biometric information and return it to the academy office by date.

Kind regards

Mrs K Evans
Principal

Consent Form for the Use of Biometric Information in School

I give consent to the school for the biometrics of my child: to be used by Ormiston Bolingbroke Academy for use as part of a recognition system as described above.

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

Name of Student: _____

Form: _____

Name of Parent/Carer: _____

Signature: _____

Date: _____

Please return this form to: Ormiston Bolingbroke Academy Reception.