

## NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Heston Community School wishes to use information about your child as part of an automated recognition system. The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent 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. Heston Community 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 use of the canteen and library services.**

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/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 and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) Heston Community School cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s).
- b) Heston Community School must ensure that the information is stored securely.
- c) Heston Community School must tell you what it intends to do with the information.
- d) Unless the law allows it, Heston Community School cannot disclose personal information to another person/body - you should note that the only person/body that Heston Community School wishes to share the information with is Innovate Catering and Cunninghams who provide the biometric facilities. This is necessary in order to provide access to these services.

### **Providing your consent/objecting**

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, Heston Community School cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

Heston Community School is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by Heston Community School, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system.

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 Heston Community School, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

### **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': <http://www.education.gov.uk/schools/adminandfinance/schooladmin>.

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

ICO guidance on data protection for education establishments: [Education | ICO](#).

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION AT  
HESTON COMMUNITY SCHOOL**



Please complete this form to give consent to Heston Community School for taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the School for the purpose of providing catering and library services.

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:

Heston Community School, Heston Road, Hounslow, Middlesex, TW5 0QR  
Telephone: 0208 572 1931, Email: info@hestoncs.org

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

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Having read guidance provided to me by Heston Community School, I give consent to information from the fingerprint of my child being taken and used by Heston Community School. This will be used as part of an automated biometric recognition system for catering and library services.

I understand that an image of my child's fingerprint is not stored. The template/measurements taken from my child's fingerprint is what will be used to permit access to the canteen and library services.

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

Name of the Child: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to:

Heston Community School, Heston Road, Hounslow, Middlesex, TW5 0QR  
Telephone: 0208 572 1931, Email: info@hestoncs.org