

Our Ref: 008/19

January 2019

Dear Parent/Carer

**Notification of Intention to Process Pupil's Biometric Information**

You may be aware that we have recently installed new doors that allow access to the main school building from both yards. We're writing to you now as we'd like to use information about your son/daughter as part of an automated (i.e. electronically-operated) recognition system. The system has the functionality to allow access via a keypad using pin codes (which is currently in operation) and also via fingerprint recognition. We'd like to start using the additional biometric feature as this will make entry into the school building more efficient and secure.

Under the latest General Data Protection Regulations (GDPR) we are required to notify each parent/carers of a child and obtain the written consent before being able to use a pupil's biometric information for an automated system.

*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. The information will be used as part of an automated biometric recognition system. This system will take measurements of your son/daughter's fingerprint and convert these measurements into a template to be stored on the system. An image of your son/daughter's fingerprint is not stored. The template (i.e. measurements taken from your son/daughter's fingerprint) is what will be used to permit your son/daughter to gain access to the school.

If you do not wish your son/daughter's biometric information to be processed by the school, or your son/daughter objects to such processing, then they will still be able to access the school through these doors, as they currently are, using the pin code. Please note that when your son/daughter leaves the school his/her biometric data will be securely deleted.

If you give consent to the processing of your son/daughter's biometric information, please sign and date the consent form below and return to school as soon as possible.

Yours sincerely



Mr S Brierley  
Principal

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**REPLY SLIP FOR THE USE OF BIOMETRIC INFORMATION. TO BE RETURNED TO THE SCHOOL OFFICE AS SOON AS POSSIBLE.**

**Student Name** \_\_\_\_\_ **Form** \_\_\_\_\_

I give consent to information from the fingerprint of my son/daughter being taken and used by St Margaret's for use as part of an automated biometric recognition system for entry into the school building.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_