



Biometric Data Policy

Approved by:	Governing Body	Date: January 2023
Last reviewed on:	n/a	
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What do we mean by biometric data?

Biometric data means personal information resulting from specific technical processing relating to the individual's physical, psychological or behavioural characteristics which allow or confirm the unique identification of that person, such as facial images, voice recognition or fingerprints. (DfE, July 2022)

What does process data mean?

'Processing' of biometric data includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- recording pupil/students' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner
- storing pupil/students' biometric information on a database system
- using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise pupil/students'

What does the law say?

Under the Protection of Freedoms Act 2012, we are required to notify each parent/ carer 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.

The parent/ carer may object at any time to the processing of the information.

A pupil's or student's objection or refusal, overrides any parental consent to the processing, therefore any biometric data must not be processed.

The school should endeavour to store biometric data securely to prevent any unauthorised or unlawful use.

The school should not keep biometric data for longer than it is needed meaning that a school or college should destroy a pupil's/student's biometric data if, for whatever reason, they no longer use the system including when leaving the school or college, where a parent withdraws consent or the pupil/student either objects or withdraws consent.

The school should endeavour to ensure that biometric data is used only for the purposes for which they are obtained and that such data are not unlawfully disclosed to third parties



At St Augustine's

We seek consent for your child's biometric information to be used for the purpose of providing your child with access to the cashless catering system.

Regarding the issue of consenting to the processing of biometric information, withdrawal of consent or objection from a parent or legal guardian must be in writing.

The school asks that you discuss the biometric system with your child.

You are advised that the PIN codes relating to the cashless system do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.



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