



20<sup>th</sup> November 2023

Dear Parent/Carer

## NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

We wish to use information about your child as part of an automated Biometric recognition system. This is for the purposes of paying for food via our cashless catering system. The information from your child that we wish to use is referred to as 'biometric information' (see next section). **As part of the admissions process for Ely College, consent has already been sought to collect and use your child's biometric information for an automated system which we are now putting into practice.**

**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. We would like to take and use information from your child's fingerprint for the purpose of providing your child with our cashless catering service.

This automatic 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.** Most of the data relating to the fingerprint is discarded and only random points on the fingerprint are retained. These random points are then converted into essentially a string of numbers and stored on our ICT server. As the fingerprint image is not captured or stored it would not be possible to 'recover' the total image. It is this string of numbers that is used to permit your child to purchase food.


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. The Meridian Trust Biometrics Policy provides further detail governing this use and consent for taking your child's fingerprint: [www.meridiantrust.co.uk/key-information/policies](http://www.meridiantrust.co.uk/key-information/policies)

**Providing your consent/objecting** - As stated above, to be able to use your child's biometric information consent of at least one parent is required. **The consent we currently hold for your child after the admissions process can be viewed on EduLink in the 'Account Info' section.**

Even though consent may have already been given you can, at any time, withdraw this consent. If **any** parent withdraws consent then the overall consent is recorded as withdrawn and this takes precedence.

Could you please read the following choices and then act accordingly:

- If you have previously given consent and are happy for this to continue, then you do not need to take any action.
- If you have previously given consent but now wish to withdraw it, then please complete the form at the link below.
- If you have previously withdrawn consent or never given it but now wish to give consent, please complete the form at the link below.

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|---|--|
| <p>Link:</p> <p><a href="https://forms.office.com/e/Pm40KR9cs8">https://forms.office.com/e/Pm40KR9cs8</a></p> | <p>QR code:</p>  <p>Biometric Data Consent - Ely College</p> |
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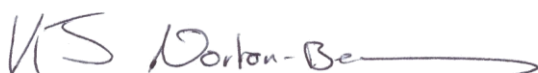
The link will become inactive at 3.00pm on Friday 1<sup>st</sup> December 2023. If after this time you wish to withdraw consent please email: [datateam@elycollege.co.uk](mailto:datateam@elycollege.co.uk) stating the name of the child you wish to withdraw consent for and which tutor group they are in.

If you do not wish your child's biometric information to be processed by the 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 to access our cashless catering system.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted. The school is also happy to answer any questions you or your child may have.

If you have any questions regarding this, please do not hesitate to make contact.

Yours faithfully



Dr Norton-Berry  
Assistant Principal

[knorton-berry@elycollege.co.uk](mailto:knorton-berry@elycollege.co.uk)