

Dear Parent/ Carer,

### **Biometric System**

I am excited to inform you that we will be implementing a new student recognition system using biometrics at Reading Girls' School. This will allow us to make the best use of efficient solutions for our cashless catering. In the future we may extend the service to cover library management, print and copy cost control, access control, and registration.

We expect this system to improve the services we are able to offer students and staff significantly, with benefits including:


- Reduction in administration time and cost dealing with lost or forgotten cards
- Children will not have to remember to bring a card
- Parents will not need to buy replacement cards
- Reduction in queuing time

This is a technology that is already used successfully by thousands of schools and our leadership team is convinced that this is the right way forward for Reading Girls' School.

We would like to make it clear that Reading Girls School will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian will need to read, consent by email, or sign and return the attached form. We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Further information about biometrics systems is enclosed. If you would like more information or the chance to discuss this further, please feel free to email any questions to [admin@readinggirlsschool.net](mailto:admin@readinggirlsschool.net)

Yours faithfully,

A handwritten signature in black ink, appearing to read "J Whyte".

**Mrs J Whyte**  
**Administration Manager**

### IMPORTANT NOTES FOR PARENTS

#### Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

#### Current Legislation – The Protection of Freedoms Act 2012 and The GDPR 25.05.2018

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.



Should you agree to the processing of your child's biometric information, it is important that you email [biometrics@readinggirlsschool.net](mailto:biometrics@readinggirlsschool.net) please copy and paste the following wording into your email:

I give consent to the school for the biometrics of my child..... to be used by Reading Girls' School 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 Parent:** .....

**Date:** .....

or return the signed consent form below as soon as possible. Please note that when she leaves the school, or if for some other reason she ceases to use the biometric system, her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.

### CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until she leaves the school.

Once your child ceases to use the biometric recognition system, her biometric information will be securely and permanently deleted by the school.

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I give consent to the school for the biometrics of my child..... to be used by Reading Girls' School 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 Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to: school reception if you are unable to email your permission