



## Student Biometric & Photograph Image Consent

### Biometric Catering and Registration systems at Finham Park 2 School

The school currently uses an electronic cashless catering system for managing our catering facilities and for the purchase of student and staff meals. This system has been in use since September 2007 and has improved the efficiency of the canteens and removed the requirement for students to bring cash into school for lunch.

The system operates by using information from the child's fingerprint as means of recognition for payment of food in the canteens. The information held, known as 'biometric data', is not the child's fingerprint nor could an image be reconstructed from the data we hold. The information held is a series of statistics taken from their fingerprint which contains just enough information to provide accurate identification as the make payment in the canteen. This biometric data is held securely within the school and not hosted nor accessible from outside the school.

The system we use is called Cashless Catering from a company called Live Register Ltd who are based in Loughborough. The support staff at Live Register may occasionally have access to the system for means of maintenance purposes only.

### Requirement to Seek Consent

Due to changes in the law ([Protection of Freedoms act 2012 Part 1 Chapter 2 sections 26, 26 & 28](#)), as from September 2013, we are required to notify each parent or guardian of a child at the school, about the use of the system and obtain written consent from at least one parent or guardian for the use of their child's biometric data to operate the system.

The new law places specific restrictions on what schools may use this biometric data for and that we may only use for the purpose for which it was obtained. The law also states that before we may use such a system, we must have written consent from an appropriate adult.

For new students starting in year 7, information about this system will be available at the open evening and contained in information about the school as part of the transition for your child to this school. For other students starting at the school we would ask for you to read the information here and download the consent form [here](#) and return this to the school as soon as possible.

At present we use biometric data for the canteen system for the whole school, including staff and for attendance monitoring for year 12 & 13 students.

### Consent Form

In order for the school to use the system we need, as mentioned above to obtain a signed consent from for every student. If one parent objects to the use of their child's biometric data that will override the consent provided by the other, also, the child may object and refuse to use the system. A parent's objection must be in writing but the student may object or refuse verbally. In this instance, the school will provide an alternative means of identification for use at the payment point in the canteens.

The law also provides that an objection in writing or withdrawal of consent at a later time may also be made. In this case the school will remove any record of biometric data for the student and provide them with alternative means of identification for use in the canteens. This also applies if the student decides they no longer wish their biometric data to be used by the system, in which case, they may object or request their data be removed verbally.

If your consent changes, you may re-submit this for but we also request you notify the Student Records Office separately of the change.

When a student leaves the school, all biometric data will be removed as a matter of course.

### Photograph Image Consent

Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other publications we produce as well as on our web site. We may also make video or webcam recordings for



school-to-school conferences, monitoring or other educational use. Your child may participate in curriculum work that involves recording images or video. We do also operate a CCTV system around the school which is used for crime prevention and in improving the security of staff and students.

From time to time, our students may be visited by the media who will take photographs and record film footage of important events and visitors. Students will often appear in these recordings which may then, subsequently be used in local or national newspapers and television.

To comply with the Data Protection Act 1998, we need to obtain the permission of a responsible adult for the use of every student's images in this way.

In providing your consent, we can advise you in respect of the following in how that Data will be used:

- The Data Controller is Finham Park 2 School.
- The information you provide on this form will only be used for the purposes which you give consent for on the following questionnaire and will be kept securely for the time your child attends this school. The consent you provide here is valid for the time that your child attends this school.
- We will not re-use images of a student, without consent, after they have left the school.
- We will NOT use personal details or full names (which means first name and last name) of any student in any form of publication or video.
- 'Curriculum work' includes images and video made by students as part of their coursework which may then be submitted to the examining boards for assessment and moderation. For some subjects, consent may be necessary in order for the students to be fully able to complete the course requirements.
- Other uses of students' images may well be the inclusion in general film and photography taken around the school, often to be used as examples of normal school activities and as part of the various faculties normal recording of events. An example of this could be a portrait of a fellow student in an art lesson.

While the school takes all possible precautions to check who is included in recording of events, there may well be times when a student has to make a member of staff aware that they may not be included in the recording and should be excused.

Video and photographs taken by parents of school events such as plays and sports events and teams may only be used for personal and domestic purposes and may not be published in any way. They may only be taken where recording an event for their own child is the purpose of the photograph.

### **The taking of unauthorised images and video, including using mobile phone and other such devices is strictly forbidden**

As part of the submission process of this form the school will record the date, time and IP address of the internet connection used at the time of submission.

You may re-submit this form at any time if you wish to change your consent details and we also advise you to record what you have specified for your own records. If you do change your choices, please advise the students records office separately.



## Finham Park 2 School Parental Consent Form

Student Name .....

The year that your child started secondary school education (not necessarily at this school)

.....

Please place a tick  in the appropriate box to provide or decline approval for the following –

I ..... (Name) hereby provide or decline consent for the following –

	Yes	No
Use of my Child's biometric data in the school cashless catering system	<input type="checkbox"/>	<input type="checkbox"/>
Use of my Child's photograph in and around the school	<input type="checkbox"/>	<input type="checkbox"/>
Use of my Child's photograph on the school web site	<input type="checkbox"/>	<input type="checkbox"/>
Use of my Child's photograph in local newspapers	<input type="checkbox"/>	<input type="checkbox"/>
Allow my Child to appear in video recorded in the training classroom	<input type="checkbox"/>	<input type="checkbox"/>
Use of my Child's photograph in the school publications	<input type="checkbox"/>	<input type="checkbox"/>
Use of my Child's image in curriculum based work	<input type="checkbox"/>	<input type="checkbox"/>

Date .....

Parent Name .....

Signed .....

One form must be completed for each student at the school – we need to be able to file the form with each students' record.