

June, 2024

Dear Parent/Guardian

Bryn Celynnog wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of a cashless catering service. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent 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.

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 fingerprints. Bryn Celynnog would like to take and use information from your child's fingerprint for the purpose of providing your child with school meals and refreshments.

The information will be used as part of an automated biometric recognition system, which 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. The template (i.e. measurements taken from your child's fingerprint, is what will be used to permit your child to access canteen services.

Bryn Celynnog will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely and will not share this information with any third parties other than the supplier of biometric systems.

Providing your consent

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child may object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. Please could you discuss this with your child.

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 that allow him/her to access the canteen provisions.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

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 deleted.

Further information and guidance can be found via the following link:

- ICO guide to data protection
<https://gov.wales/protection-biometric-information-schools-and-colleges-html>

Yours sincerely,

Debra Baldock
Headteacher

CONSENT FORM FOR SCHOOLS – USE OF BIOMETRIC DATA

Please sign and date the form below if, having read guidance provided to you by the school you consent to the school taking and using information from your child's fingerprint as part of an automated biometric recognition system. The information will be used by Bryn Celynnog for the purpose of a cashless catering service.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she leave the school or ceases to use the system.

.....[insert name of the child]

Name of Parent.....

Signature.....

Date.....