

Dyke House College uses a recognition system using biometrics; this allows us to make the best use of efficient systems such as cashless catering, library software, and print & copy control. This system improves the services we are able to offer students and staff significantly, with benefits including (for example):

- Improved security for handling cash transactions in the college
- Reduction in administration time and cost in dealing with lost or forgotten cards/passwords/PINs
- Reduction in bullying as there is nothing that can be stolen for use by another student
- Reduction in queuing time

We would like to make it clear that Dyke House 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 carer will need to consent by e-mail or sign and return the attached form. We will also offer an opportunity to opt out for those students who, upon consideration, would prefer to use alternative forms of identification.

Background to the use of biometrics in the academy

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, finger template, or hand shape. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. This minimal amount of biometric data is stored in a highly secure database and will only be used by the college to facilitate access to a service/range of services.

The data is securely held on-site and cannot be used by any other agency for any other purpose. The academy will not use the biometric information for any purpose other than as stated above and will store the biometric information collected securely in compliance with the Data Protection Act 1998. The academy 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

This legislation requires the academy to:

- Inform parents about the use of the biometric systems in the academy and explain what applications use biometrics.
- Receive written permission from one parent for the academy to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.

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 return the signed consent form that accompanies this sheet as soon as possible. Please note that when he/she leaves the academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like more information or the chance to discuss this further, please feel free to contact Mr Byrne, Vice Principal.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN THE ACADEMY

Please complete this form if you consent to your child using biometric systems until he/she leaves Dyke House College.

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

I, the parent/carer of

give consent to the college for the use of biometric information of my child to be used by Dyke House College for use as part of a recognition system as described on the accompanying sheet.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer

Date

Signature of Parent/Carer

Please return this form to Dyke House College.