

June 2020

Dear Parent or Carer,

At Frome College we use biometric technology to make key services fast and efficient. Students can use their fingerprint to register in the morning/afternoon, and pay for food in the canteen.

### **Registration for Post 16 students**

This system of registration enables the College to achieve a more accurate, efficient and secure record of attendance, as students enter and exit the site. This saves time, allows attendance to be monitored, and gives the real-time status of each individual student. The biometric system allows us also to track the students' learning hours, and to deploy, track and facilitate the privilege system.

### **Biometric Cashless Catering System**

This technology is already used successfully by thousands of schools, and enables us to deliver a more efficient, faster service and improve security. A cashless system allows for parents and students to top up their own accounts using Parent Pay before entering the canteen and this allows for quicker serving times. The system recognises each individual student, holds individual cash balances, records cash spent and cash received. It also records where money is being spent, on what food, on any specific date and time of day.

Students using the café in the Futures common room will also be able to use contactless phone and card payments.

For both systems, the student will register their fingerprint (or alternatively be given a four-digit code), to enable us to complete the registration process. Fingerprints are translated into an Alpha Numeric number, and are not stored by the system (instead, a set of coordinates is translated into a string of numbers and encrypted). The encryption method used by the system is a high level, industry standard method. The data held cannot be used to recreate a fingerprint image, nor can it be used in a forensic investigation. We would like to make it clear that Frome College will comply at all times with the Data Protection Act and with the guidance given by Becta and by the Information Commissioner's Office regarding the use of biometric data.

In order for your son/daughter to use the biometric system, one parent or guardian will need to read, **sign and return the attached form by Thursday 16<sup>th</sup> July 2020**. Please return **by email to [post16office@fromecollege.org](mailto:post16office@fromecollege.org)** (if email is unavailable, by post to Frome College, Bath Road, Frome Somerset BA11 2HQ).

If you would like more information or the opportunity to discuss this further, please feel free to contact me.

Yours faithfully,

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

Dr J. Sadowski  
Head of Sixth Form

### 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 record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only 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

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 one parent if the school is 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 **by Thursday 16<sup>th</sup> July 2020**. Please note, that when he/she leaves the College or, if for some other reason he/she ceases to use the biometric system, the student’s biometric data will be permanently deleted by Frome College.

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

Please return by **email to [post16office@fromecollege.org](mailto:post16office@fromecollege.org)**. If email is unavailable, please post to The Sixth Form Office, Frome College, Bath Road, Frome Somerset BA11 2HQ

- I give consent to the biometrics of my child to be used by Frome College as part of a recognition system as described above.
- I understand that I can withdraw this consent at any time in writing.

**Name of Child:**..... **Tutor Group:**.....

**Name of Parent:** ..... **Signature:** .....

**Date:** .....