**Students' biometric information to purchase school lunches**

This is to inform you about The Queen Katherine School’s intention to use students’ biometric information to enable the school to use an automated biometric recognition system. The system we have in mind is one that will use information from either your child's thumb or middle finger.

*Biometric information* is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and process biometric information from your child's thumb or middle finger and use this information for the purpose of providing your child with certain services. This information will be used as part of an automated biometric recognition system. Such a system will store information which digitally represents measurements relating to your child's thumb or middle finger rather than an image of your child's thumb or middle finger and will be used in order to identify or recognise your child when accessing services.

The school will not use the biometric information for any purpose other than that stated above. The QKS school will store the biometric information collected securely in compliance with the Data Protection Act 1998 and the General Data Protection Regulation 2018. The school will share this information with either Vericool or another supplier of a biometric system and will not unlawfully disclose it to any other person. Please see links below for further information.

In order to be able to use your child's biometric information in this way, the consent of at least one parent is required. However, should one parent consent and the other object, then the information will not be used. You can object, in writing, to the proposed processing of your child's biometric information at any time or, if you consent, you can withdraw this consent at any time but must do so in writing.

In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to 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, we will provide reasonable alternative arrangements that allow them to access school lunch i.e. giving their name at the till.

Should you agree to the processing of your child's biometric information, please note that when he/she 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 links:

Department for Education's *'Protection of Biometric Information of Children in Schools- Advice for Governing bodies, head teachers and school staff'*

*School/ICO* guidance on biometrics in Schools March 2018

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268649/biometrics_advice_revised_12_12_2012.pdf>

ICO guide to data protection <https://ico.org.uk/media/for-organisations/documents/1136/taking_photos.pdf>

Once completed please return this form to your child’s teacher and they will then pass it to the QKS Admin team.

**BIOMETRIC CONSENT FOR PURCHASING LUNCHES AT QKS**

|  |  |
| --- | --- |
| **Name of child (block capitals):** |  |
| **Name of person responsible for child:** |  |
| **YES****I agree to my child’s biometric information being used.** |  | **NO****I do not give consent for Biometric information to be used.** |  | **I am over the age of 13 and agree to the above consents (students only if appropriate\_** |  |
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|  |  |
| --- | --- |
| **Signature** of person responsible for the child: |  |
| Relationship to the child: |  |
| **Signature** of Child if over the age of 13: |  |
| Date: |  |

Once completed please return this form to your child’s teacher and they will then pass it to the QKS Admin team.