



Castleford Academy



Biometric Policy

Version No:	Date Ratified:	Review Date:
1.0	20.02.2020	20.02.2023



Contents

1. Biometric Data Policy	3
1.1. Further Information and Guidance	3



1. Biometric Data Policy

Castleford Academy use what is known as 'biometric data'. Specifically, we use pupils' fingerprints. The system uses the finger to uniquely identify each pupil (or member of staff) and measures many aspects of the finger to do this. Each pupil has their finger registered which is then translated into a unique identification code. The system does not store an image of the fingerprint.

Under the General Data Protection Regulation (GDPR), we are required to obtain the written consent of at least one parent before being able to use a pupil's biometric information for an automated system. This information is held securely and helps us operate the cashless catering system more efficiently.

Once a pupil stops using the biometric system, his / her biometric information will be securely deleted by the Academy as soon as practically possible.

You should note that the law places specific requirements on schools / academies when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s)
- The school must ensure that the information is stored securely
- The school must tell you what it intends to do with the information
- Unless the law allows it, the school cannot disclose personal information to another person/body – Castleford Academy wishes to share the information with Live Register, the supplier of the biometric system. This is necessary to support the system software on the secure database

A parent can object to the proposed processing of their child's biometric information at a later stage or withdraw any consent they have previously given. This means that, if a parent gave consent but later changes their mind, they can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if a parent has consented, their child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing.

1.1. Further Information and Guidance

This can be found via the following links:

Department for Education's Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff: <http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guidance on data protection for education establishments:
<https://www.ico.org.uk/for-organisations/in-your-sector/education>