

Biometric Information Notice

Introduction

1. Bedford Modern School (The School) wishes to use biometric information (see paragraph 3 below) about your child as part of an automated biometric recognition system. This is for the purposes of:
 - Lunch entitlement, and payment for breakfasts and ad hoc lunches
 - The issue/borrowing and return of library books, materials and resources from the School library
 - Print control/access, secure release of print jobs and scan to email/personal network space
 - Purchasing items from the School tuck shop.

The School also has an opportunity in the future to use the system for purposes such as School security and electronic registration.

2. Sections 26 to 28 of the Protection of Freedoms Act 2012 (the Act) require the School to notify each parent of a child and obtain the written consent of at least one parent before we can use your child's biometric information.

Biometric information and how it will be used

3. Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The School would like to take and use information from your child's fingerprint and use this information for the purposes described in paragraph 1 above.
4. The information will be used as part of an automated biometric recognition system. This system 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.
5. The Law places specific requirements on the School when it uses personal information, such as biometric information, about students. For example:
 - 5.1 the School cannot use the information for any purpose other than those described above;
 - 5.2 the School must ensure that the information is stored securely;
 - 5.3 the School must tell you what it intends to do with the information;
 - 5.4 the School will not disclose the biometric information to a third party unless permitted by law. The School may however share the information with Biometric and Systems providers (BioStore, CRB Cunninghams, IS Oxford and Papercut Printing and Control) for the proper use of the automated biometric recognition system.

Providing your consent/objection

6. The School requires the written consent of at least one parent to use your child's biometric information. However, consent will be overridden at any time if the other parent objects in writing. The School will also seek the consent of a student if they have sufficient maturity to exercise their own data protection rights. In most cases consent will be sought from students going into Year 7 or above. Also, if your child objects to the use of their biometric information at any time, the School cannot collect or use that information. Parents may also withdraw their consent at any time in writing addressed to the Headmaster.
7. Parents and students give their consent by completing and returning the School's biometric information consent form.
8. If the parents and students choose not to consent then we will provide alternative means for the student regarding:
 - Lunch entitlement, and payment for breakfasts and ad hoc lunches
 - The issue/borrowing and return of library books, materials and resources from the School library

- Print control/access, secure release of print jobs and scan to email/personal network space
- Purchasing items from the School tuck shop.

which will not place them at a disadvantage compared to their classmates where consent has been provided.

- 9.** Please note that when your child leaves the School, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.