

# Biometrics Information

Approved by **CEO**

Approved on **May 2025**

RET contact **CFO**

Revision due **Every 2 years**



RUSSELL EDUCATION TRUST

## 1. What is Biometrics?

- a. "Biometrics" is simply a method of identifying an individual person. We will be using an algorithm-based scan, which reads between 50 & 130 points on the finger/thumb. The Information Commissioner considers all biometric information to be personal data as defined by the Data Protection Act 2018 ('the Act'); this means that it must be obtained, used and stored in accordance with that Act (see below). The Protection of Freedoms Act 2012 includes provisions which relate to the use of biometric data in schools and colleges when used as part of an automated biometric recognition system. These provisions are in addition to the requirements of the Data Protection Act (see the Protection of Freedoms Act 2012 below).

## 2. What does processing data mean?

- a. 'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:
  1. recording pupils' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
  2. storing pupils' biometric information on a database system; or
  3. using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise pupils.

## 3. How does a Biometric System work?

- a. The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school. This system can be accessed only by our provider Civica, once an account is credited the pupil or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details and allows them to purchase items using only this method of identification.

## 4. How does my child register on the Biometric System?

- a. When registration takes place registration terminals will be placed in the school. Your child will attend at a requested time, and they need to place their finger/thumb on a Biometric sensor twice to obtain a matching template. This only takes a few seconds.

## 5. How does the school use biometric recognition systems?

- a. Where we use pupils' biometric data as part of an automated biometric recognition system (for example, pupils use thumb prints to receive school meals instead of paying with cash) we will comply with the requirements of the Protection of Freedoms Act 2012.
- b. Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.
- c. Parents/carers and pupils have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those pupils.
- d. Parents/carers and pupils can object to participation in the school's biometric recognition system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.
- e. Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

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## **6. What if I do not wish to give consent to the school's use of my child's biometric data?**

- a. If consent is not provided, the School has to provide an alternative way for your child(ren) to use the facilities managed by the biometric data. In the school's case, for cashless catering, this will be by the use of a 4-digit PIN number which will have to be input at the point of sale.

## **7. More information**

- a. Please see the Data Protection Policy and Privacy Notices on the school website for more information.