



E-ACT Consent form for the use of biometric information: Pupils

In line with the introduction of new legislation (the General Data Protection Regulation), we are contacting pupils and parents / carers to ensure we have the proper consent to hold any biometric data in compliance with the updated legal requirements.

Please complete this form if you and your child consent to the Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the Academy for the purposes described in the Academy's biometric information notice (please see copy attached). We use their fingerprint in a mathematical formula that enables them to purchase meals from the canteen, borrow books from the library and access printing. Please note, we **do not** retain or keep a record of any actual fingerprint – instead, this is converted into a mathematical number. It is vital that parents sign and return this form as soon as possible in order that their child can use the above facilities.

For parents / carers

By signing this form, you authorise the Academy to use your child's biometric information for the purposes described in the biometric information notice until he / she either leaves the Academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to Parkwood E-ACT Academy at the following address:

Parkwood E-ACT Academy, Longley Avenue West, Sheffield, S5 8UL

Once your child ceases to use the biometric recognition system, his / her biometric information will be securely deleted by the Academy as soon as practically possible.

If you do not provide consent we will not use your child's biometric information. Your child will still have access to the same facilities and resources as other pupils if they do not participate in our biometric information system.

Parental / carer consent

I confirm that I have read the Academy's biometric information notice and I give consent to information from the fingerprint of my child being taken and used by Parkwood Academy as part of an automated biometric recognition system for the purposes described in the Academy's biometric information notice.

I also understand that I can withdraw this consent at any time in writing to the Headteacher requesting an acknowledgement of my withdrawal. I confirm that I will make my child's other parent / carer and my child aware of any withdrawal of consent. I understand that if I withdraw my consent that any use of my child's fingerprint already undertaken remains valid.

Name of child/Form Group	
Name of parent / carer	
Signature of parent /carer	
Date	



For pupils

Please complete this form if you consent to the Academy taking and using information from your fingerprint so that the Academy can manage payments for school meals / manage the borrowing of library books and follow me printing.

By signing this form, you give the Academy permission to use your biometric information for this purpose/s until you either leave the Academy or stop using the system. If you wish to withdraw your consent at any time please speak to your form tutor.

Once you stop using the biometric recognition system, your biometric information will be securely deleted by the Academy.

You do not have to give your consent if you do not want to. If you do not consent, then you will still be able to use the facilities at the Academy through other means.

Pupil consent

I give consent to information from my fingerprint being taken and used as explained above.

I understand that I can withdraw this consent at any time, for example by speaking to my form tutor. I also understand that if I withdraw my consent that any use of my fingerprint already undertaken remains valid.

Name	
Form Group	
Signature of pupil	
Date	

If we have not heard from you by Thursday 24th May 2018, any previously set up biometric data account for your child will be deactivated in order to comply with GDPR.

You have until Friday 29th June 2018 to return this form, and if we have not heard from you by that date, any biometric data held under previously submitted consent forms will be permanently deleted.

Biometric Information Notice: Pupils

Introduction

- 1 The Academy wishes to use biometric information (see paragraph 2 below) about our pupils as part of an automated biometric recognition system. This is for the purposes of:

System name	Purpose
Cunninghams	Cashless payment for school meals
Microlib	Manage the borrowing of library books
PCounter	Follow me Printing

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

Biometric information and how it will be used

- 2 Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him / her. The Academy would like to take and use information from our pupils' fingerprints and use this information for the purposes described in paragraph 1 above.
- 3 The information will be used as part of an automated biometric recognition system. This system will take measurements of the pupils' fingerprints and convert these measurements into a template to be stored on the system. An image of the pupil's fingerprint is not stored. The template (i.e. measurements taken from the pupil's fingerprint) is what will be used.
- 4 The law places specific requirements on the Academy when it uses biometric information, about pupils. For example:
- 4.1 the Academy cannot use the information for any purposes other than those described above;
 - 4.2 the Academy must ensure that the information is stored securely;
 - 4.3 the Academy must tell parents / carers and pupils what it intends to do with the information;
 - 4.4 the Academy will not disclose the biometric information to a third party unless permitted by law. The Academy may however share the information with

<https://biostore.co.uk/>

<http://crbcunninghams.co.uk/>

<https://home.microlib.co.uk/>

for the proper use of the automated biometric recognition system.

Providing your consent / objecting

- 5 The Academy requires the written consent of at least one parent / carer to use a pupil's biometric information. However, consent will be overridden at any time if the other parent / carer objects in writing. The Academy will also seek the consent of a pupil if he / she has sufficient maturity to exercise his / her data protection rights. In most cases consent will be sought from pupils going into Year 7 or above. Also, if a pupil objects to the use of his / her biometric information at any time, the Academy cannot collect or use that information. Parents / carers may also withdraw your consent at any time in writing addressed to the Academy.
- 6 Parents / carers and pupils can give their consent by completing and returning the Academy's biometric information consent form.
- 7 Please note that when a pupil leaves the Academy, or if for some other reason he / she ceases to use the biometric system, his / her biometric information will be securely deleted as soon as practically possible.