

## Consent form for use of Biometrics of a child

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Dear Parents

The Bay Learning Trust uses biometric systems for catering, sixth form registration and library services. These systems work in the following way: a numerical value is derived from the child's fingerprint when it is first placed on the reading device; it is this numerical value which is then stored. Each time the child's fingerprint is subsequently re-read, a numerical value is again generated. This is compared with the set of stored values, uniquely identifying the child within the population of the school if a match is found.

**School does not keep an image of the fingerprint. Once the fingerprint is collected it is converted into a non-biometric format and then not processed any further and deleted.**

Your child's privacy is important to us. In keeping with both the Protection of Freedoms Act 2012 and the General Data Protection Regulation, we need to ask your consent before we process your child's biometric information. In this case, we are asking for your consent to the one-off processing activity of capturing the fingerprint image.

When we process your child's biometric information, please note that:

- this information will be collected and processed in the performance of the duties of the Academy;
- this information will be held in accordance with the General Data Protection Regulation / Data Protection Act 2018;
- you do not need to consent to us collecting your child's fingerprint but if you do not consent, we will need to contact you to put in place arrangements for your child to be able to access our catering, sixth form registration and library services in another manner. If your child separately refuses consent to the processing of their biometric data, we will not be able process that data irrespective of any consent given by you.

In view of this, please read and complete the statements below (please tick the box where you grant consent):

I agree for my child's biometric information to be collected and used by the Academy.

Student name .....

Parental signature .....

You can withdraw or change your consent preferences at any time by contacting the Data Protection Officer, The Bay Learning Trust, Ashton Road, Lancaster LA1 4RS. .

You can ask to see the information we hold about you at any time by contacting us at the above address. You can find out more about how we use your data from our "Privacy Notice" which is available from our website.