



HEBBURN
Comprehensive School

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Head Teacher: Mr D R Thompson

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Dear Parent/Carer

Hebburn Comprehensive School uses a cashless biometric system in the Food Court, which provides pupils with a secure and efficient way to pay for their lunch.

Biometric information is data about someone's physical or behavioural characteristics that can be used to identify them. In our school, pupils and staff pay for their lunch using their index finger. At the start of the academic year, we record a biometric measurement taken from the index finger, but this is **not** a fingerprint image. The information is stored in a highly secure database and will only be used by the school to facilitate access to our cashless catering system. The data are securely held within our Management Information System and cannot be used by any other agency for any other purpose, in line with statutory guidance set out in the Data Protection Act.

Current Legislation:

- Protection of Freedoms Act 2012

This legislation requires all schools to:

- Tell parents that they are using a biometric system in their school;
- Receive written permission from one parent/carer, so the school can store biometric information for their child;
- Allow children to choose an alternative if they wish;
- Inform parents that children under 16 for whom we do not have written permission will not be able to use the school's cashless catering system.

If you do not wish your son/daughter to use the biometric system in school, we will provide reasonable alternative arrangements that allow them to pay for their lunch.

Should you agree with the school storing your son/daughter's biometric information, it is important that you return the consent form.

It is important to note that when your son/daughter leaves the school, their biometric data is permanently deleted.

In our opinion, the cashless biometric system is the best way for pupils to pay for school lunch and accounts can be easily topped up using 'ParentPay'.

Yours sincerely

D R Thompson
Head Teacher

Name of Child: Year Group:

I agree/do not agree (*please delete as appropriate*) to my child's biometric information being taken by the school for the sole purpose of facilitating the cashless catering system.

Parent/Carer's Name:

Parent/Carer's Signature: Date: