

Dear Parent / Carer

Re: Using fingerprints when purchasing food and drink at Lampton

We are planning on changing the way that pupils and staff pay for meals at Lampton. Currently pupils use their identification card when they are purchasing food and drink from the canteen. We would like to change this to pupils using their fingerprint. This will mean that pupils will be able to get and pay for their meals more quickly and pupils who have lost their card will still be able to have a meal.

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 consent to hold any fingerprint data in compliance with the updated legal requirements. Parental consent is required until the child turns 18.

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

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him / her. The School would like to take and use information from our pupils' fingerprints and use this information for the purpose explained above. This system will take measurements of the pupils' fingerprints and convert these measurements into a template to be stored on our computer 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.

The School will use the fingerprint information only for the purposes explained above and the data will be stored securely on our computer servers.

By signing this form, you authorise the School to use your child's fingerprint information for the purposes described above until he / she either leaves the School 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 Margaret Dempsey at fingerprints@lampton.org.uk

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

If you do not provide consent we will not use your child's fingerprint 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.

Yours faithfully

Alex Leggett
Deputy Headteacher

Parental / carer consent

I confirm that I give consent to information from the fingerprint of my child being taken and used by Lampton School as part of a biometric recognition system for the purposes described above.

I also understand that I can withdraw this consent at any time in writing to Margaret Dempsey at fingerprints@lampton.org.uk. 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:** _____

Name of parent / carer: _____ **Date:** _____

Signature of parent /carer: _____