

**Redborne Upper School and Community College
Consent form for the use of biometric information**

Students

In line with the introduction of new legislation (the General Data Protection Regulation or GDPR), we are contacting students 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 Redborne Upper School and Community College (RUSCC) taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by RUSCC for the purposes described in the RUSCC biometric information notice (please see copy attached).

Both the parent/carer and the student will need to complete this form if they wish to provide consent.

For parents/carers

By signing this form, you authorise RUSCC to use your child's biometric information for the purposes described in the biometric information notice until he/she either leaves the RUSCC 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 RUSCC at the address at the of this document.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by RUSCC 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 students if they do not participate in our biometric information system.

Biometric Information Notice:

Introduction

1 Redborne Upper School and Community College (RUSCC) wishes to use biometric information (see paragraph 2 below) about our students as part of an automated biometric recognition system. This is for the purposes of:

System Name	Purpose
EventPOS	Cashless payment for school meals

The General Data Protection Regulations and Sections 26 to 28 of the Protection of Freedoms Act 2012 (the Act) require RUSCC 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. RUSCC would like to take and use information from our students' 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 students' fingerprints and convert these measurements into a template to be stored on the system. **An image of the student's fingerprint is not stored.** The template (measurements taken from the student's fingerprint) is what will be used.

4 The law places specific requirements on the Academy when it uses biometric information, about students. For example:

4.1 RUSCC cannot use the information for any purposes other than those described above

4.2 RUSCC must ensure that the information is stored securely

4.3 RUSCC must tell parents/carers and students what it intends to do with the information

4.4 RUSCC will not disclose the biometric information to a third party unless permitted by law

4.5 The Academy may however share the information with idXtra Ltd for the proper use of the automated biometric recognition system.

Objecting

5 RUSCC requires the written consent of at least one parent/carer to use a student'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 student if he/she has sufficient maturity to exercise his/her data protection rights. In most cases consent will be sought from all students. Also, if a student 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 students can give their consent by completing and returning the Academy's biometric information consent form.

7 Please note that when a student 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.

8 For more information on RUSCC's GDPR policy and other information, please see the school's website – www.redborne.com

Redborne Upper School and Community College
Flitwick Road
Ampthill
MK45 2NU

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For parents/carers

I confirm that I have read the RUSCC biometric information notice and I give consent to information from the fingerprint of my child being taken and used by RUSCC as part of an automated biometric recognition system for the purposes described in the RUSCC 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 (Please print)	
Tutor group	
Name of parent/carer (Please print)	
Signature of parent/carer	
Date	

For students

Please complete this form if you consent to Redborne Upper School and Community College (RUSCC) taking and using information from your fingerprint so that the (RUSCC) can manage payments for school meals.

By signing this form, you give RUSCC permission to use your biometric information for this purpose/s until you either leave RUSCC 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 RUSCC. 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 RUSCC through other means.

Student 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	
Signature of student	
Date	