The Prebendal School

A9_Biometrics Information Policy

REFERENCES
Department for Education's 'Protection of Biometric Information of Children in Schools - Advice for Proprietors, Governing Bodies, Head Teachers, Principals and School Staff':
ICO Guide to Data Protection for Organisations:
ICO Guidance on Data Protection for Education Establishments:

BIOMETRIC INFORMATION POLICY
At The Prebendal School we strive to make the lives of our staff, pupils and parents easier by enabling quick and easy access to the School through the entrances and exits in accordance with the school’s Security Policy. We also aim to give them greater security over their own user identity when accessing the site.

To this end, as a school, we collect, store and process staff, parents' and pupils' (from Year 3) biometric data via fingerprint scanning for the purpose of entering and exiting the school site. Who can use which entrances and exits and at what times is directed in the annex to the Security Policy.

The Prebendal School takes the collection and storage of all pupil data very seriously, and abides by the principles of The Data Protection Act 1998 and The Protection of Freedoms Act 2012. We store all biometric data securely for the purposes of identification only. Biometric data is only processed for the purposes for which it was obtained, and which have been notified to pupils' parents or legal guardians and staff, and it is not unlawfully disclosed to third parties. In accordance with The Protection of Freedoms Act 2012 The Prebendal School notifies every pupil's parents and/or legal guardian(s) of its practice of collecting and processing pupils' biometric data as part of an automated biometric recognition system, and obtains written parental consent to that use from at least one parent or legal guardian as part of the Admissions process by signing the Parent Contract. Parents may withdraw their consent by writing to the
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Bursar at any time. Pupils may also opt out of the use of their own biometric information at any time.

The Parent Contract informs all parents and/or legal guardians fully of The Prebendal School's reasons for collecting and processing biometric data and includes full details of the biometric data to be collected, its intended use, and the right to opt out of the school's biometric recognition system. Those who opt out will be provided with details of alternative arrangements to access the relevant school services.

The automated recognition software which The Prebendal School uses for the purposes of processing biometric data turns the fingerprint into a mathematical algorithm. The image of the fingerprint itself is then deleted meaning that the information which is stored cannot be used to recreate the original image of the fingerprint.

Pupil and parent/guardian biometric data will be deleted when the pupil leaves the school. Staff biometric data will be deleted when they leave the school. Biometric data will be immediately deleted if for some other reason a person ceases to use the biometric system. If parents or pupils have any questions about the school's collection and use of biometric information, they are welcome to contact the Bursar who is the school's nominated data protection officer.