

June 2018

Dear Parents,

I am delighted to welcome your family to Pinner High School. Please find detailed below information on the school's biometric system.

Biometric System

The school uses a student recognition system using biometrics. This allows us to make the best use of efficient systems such as ensuring the school is cashless, including catering, and school trips, library software, print and copy cost control, access control and registration systems.

This offers a high level of services to students, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINS
- Reduces bullying, as there is nothing that can be stolen for use by another student
- Children will not have to remember to bring a card
- Shorter queuing time

This is a technology that is already used successfully by thousands of schools nationwide, including many in Harrow. Pinner High School will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 regarding the use of biometric data. In order for your child to use the biometric system, a parent or guardian will need to read, sign and return the attached form.

Further information about biometrics systems is attached.

If you would like more information or the chance to discuss this further, please feel free to contact Hilary Ford, our Head of Operations: hford@pinnerhighschool.org

Yours faithfully,

Chris Woolf
Headteacher

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate. Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform all parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.

Children under 18 who do not have permission from a parent/carers will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.