



Principal: Mr C Evans

Southend Road, Corringham
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Dear Parent/Guardian

Automated Biometric Payment Systems

ORTU Gable Hall School and Sixth Form Centre have implemented a student recognition system using biometrics. This allows us to make the best use of efficient systems such as cashless canteen services, library software, students' print and copy, school access control and students' registration systems.

This system significantly improves the services we are able to offer parents, students and staff, with benefits including:

- Improved security for handling cash transactions in the school for various services such as meals, trips, shows, book buying, clubs, kits, cookery etc;
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs;
- Reduction in opportunities for bullying as there is nothing that can be lost or stolen for use by another student (e.g. cash);
- Students will not have to remember to bring a card or memorise a PIN;
- Reduction in queuing time and increased opportunities for personalised services. Parents and students will for instance be able to manage what they eat and improve levels of healthier lifestyle choices.

Please note that the school will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your son/daughter to use the biometric system, parents need to **return consent by signing digitally and returning the attached form to transition@gablehall.com**

If you are unable to email us, please return to us by post or on July 14th 2020 during the transition assembly.

Please note: all children in receipt of free school meals still need to be registered, as their daily entitlement will be placed on their account.

Further information about biometrics systems is enclosed.

Thanking you for your strong support.

Yours sincerely

C Evans
Principal





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CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN ORTU GABLE HALL SCHOOL

Please complete this form if you consent to your son/daughter using biometric systems until he/she leaves ORTU Gable Hall School. *Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.*

I give consent to the school for the biometrics of my son/daughter

Student Name:

To be used by ORTU Gable Hall School for use as part of a recognition system as described above. I understand that I can withdraw this consent at any time in writing.

Parent Name:

Signature:

Date:

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. It is not transferable.

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. 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 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.

Should you agree to the processing of your child’s biometric information, it is important that you return the signed consent form as soon as possible. Please note that when he/she 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.

