Dear Parent / Carer

The school/college wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of paying for food in the canteen. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

You must register with ParentMail in order to complete the form and pay credit into the cashless system for your child. If you do not have an account yet, email data@reephamhigh.com to request a registration link for ParentMail.

If your child receives free school meals, their credit will be applied automatically, but you still need to give consent for the use of their biometric information.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school/college would like to take and use information from your child's biometric to enable your child to purchase food in the canteen with a cash free system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's biometric is not stored. The template i.e. measurements taking from your child's biometric, is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:
(a) the school/college cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);

(b) the school/college must ensure that the information is stored securely;

(c) the school/college must tell you what it intends to do with the information;

(d) unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only person/body that the school/college wishes to share the information with is Live Register Ltd. This is necessary in order to support and maintain the system.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school/college cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school/college is also happy to answer any questions you or your child may have.
If you do not wish your child's biometric information to be processed by the school/college, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to pay for food in the canteen.

Whether you consent or object to the processing of your child's biometric information, please complete and date the 'Cashless Payment Consent Form' that can be found in the Forms section of your ParentMail account.

Deadline for consent: Friday 16th July 2021

Please fill in a separate consent form for each child.

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

Cashless Payments Consent Form

- Please complete this form whether you consent or object to **Reepham High School and College** taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by **Reepham High School and College** for the purpose of paying for food in the canteen.
  If you give consent, you are authorising the school/college to use your child's biometric information for this purpose until he/she either leaves the school/college 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 the school/college at the following address:

  Whitwell Road, Reepham, Norfolk NR10 4JT

  Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school/college.

- **Pupil Name**

  [   ]

- **Consent**
  Having read guidance provided to me by **Reepham High School and College**

  ○ I give consent

  ○ I do not give consent

- to information from the fingerprint of my child being taken and used by **Reepham High School and College** for use as part of an automated biometric recognition system for purchasing school meals.
  I understand that I can withdraw this consent at any time in writing

- **Current Year Group**
  Which year is your child currently in? (July 2021)

  ○ Year 6

  ○ Year 7

  ○ Year 8

  ○ Year 9

  ○ Year 10

  ○ Year 11

  ○ Year 12

Name of consenting parent

[   ]

Relationship

[   ]

Today's Date

[   ]