



Wyvern College

St Edmund's Girls' School

### **Biometrics - Important notes for Parents/Carers**

#### **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 him or her. 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 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 by September 2015 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.

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 your child leaves the school, or if for some other reason they ceases to use the biometric system, their biometric data will be permanently deleted.

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

Headteacher: Nicola Bull  
Wyvern St Edmund's Learning Campus, Church Road, Laverstock, Salisbury, SP1 1RD  
Tel: 01722 328565 Email: [office@wyvernsteds.org](mailto:office@wyvernsteds.org)  
Website: <http://wyvernsteds.org>



Wyvern College

St Edmund's Girls' School

To: - Wyvern St Edmund's  
FAO: School Office  
Church Road  
Laverstock  
SALISBURY  
Wilts  
SP1 1RD

**Biometric Consent Form**

- \* I **DO** give consent to Wyvern St Edmunds Learning Campus for the biometrics of my child to be used as part of a recognition system as described overleaf.
- \* I **DO NOT** give consent to Wyvern St Edmunds Learning Campus for the biometrics of my child to be used as part of a recognition system as described overleaf.

I understand that I can withdraw this consent at any time in writing.

Name of student:..... Tutor Group: .....

Signature: .....

Relationship to student: .....

Date: .....

\* Tick as appropriate

v.masters.formsbiometricimportantnotesforparentsFeb19

Headteacher: Nicola Bull  
Wyvern St Edmund's Learning Campus, Church Road, Laverstock, Salisbury, SP1 1RD  
Tel: 01722 328565 Email: office@wyvernsteds.org  
Website: http://wyvernsteds.org