

St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>



BioStore
Identity Management

December 2018

Dear Parent/Guardian,

Cashless Catering

We are pleased to announce that we will be introducing a cashless catering system in January 2019 alongside our biometrics partner, Biostore. The new system will allow us to continue with the development of the school meal service, and will provide us with a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the Academy day. As the facility is biometric (see FAQs), there is no need for pupils to carry a card as the system will recognise the thumb of your child at both the in school pay-points and tills. Parentpay is also a convenient method for parents to monitor their child/children's meal choices.

We will commence operating the system on 14th January 2019 and as such, no cash will be accepted at the till points after this date. All pupils and staff will be given training on how to use the system.

Any amount of money can be paid into a pupil's account, and any money spent on food and drink will be deducted on a daily basis.

We have two payment options available to you: online payments through Parentpay or coin and note payments at the revaluation pay-points that will be installed in school. All payment options are explained within the FAQs attached.

A daily 'spend limit' of £5 will be programmed into the system.

We would like to make it clear that St Edward's Church of England Academy 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 child to use the biometric system, one parent or guardian will need to read, consent by completing and returning the attached form. We will also offer an opportunity to 'opt out' for those pupils who, upon consideration, would prefer to use alternative forms of identification. Please note that PIN Codes do not have the same level of security and it will be your child's/children's responsibility to remember the code and keep it secure at all times.



The attached information should answer any questions you may have.

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 and The GDPR 25.05.2018

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 parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

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 below 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.

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



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until he/she leaves the school.

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

I give consent to the academy for the biometrics of my child:

Name: _____

Form: _____

to be used by St Edward's C of E Academy for use as part of a recognition system as described above.

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

Name of Parent:

Signature:

Date:

Please return this form to: Finance Office at St Edward's Church of England Academy by
Tuesday 18th December 2018



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