

Dear Parent/Carer

Information with regards to our cashless system

I am writing to inform you of the payment arrangements that operate in our Academy, canteen and food pods.

In order to ensure maximum efficiency in taking payment for food and reducing queues we have a cashless system which operates using biometrics as the payment method at the tills. This is a similar system to that used by many of today's mobile phones.

Instead of paying by cash your child will simply place their finger in the scanner and their identification will be verified. The information held is not a fingerprint. Please see the additional information overleaf explaining the system in more detail. Upon verification monies will be taken from a personal academy account that you will be able to top up online.

If your child is entitled to Free School Meals their daily allocation will automatically be credited to their account each day.

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.

If you do not wish your child's biometric information to be processed by the Academy (or your child objects to such processing) we can issue them with a pin number which is verified with your child's name and photo at the canteen and food pod till points. Any money you have paid into your child's online canteen account and any Free School Meal allocation will be automatically credited to this pin number.

Please read through the attached additional information. There is also a biometric consent form for you to complete, sign and return to the Academy as soon as possible.

Within the first few days of your child attending the Academy you will be sent a letter containing a unique on line access code and instructions for how to set up your online account so that you can pay into your child's dinner money account and also for any trips and educational resources.

If you have any questions or you would like clarification on any of this information please contact the Finance Team by email: students-payment@beaufort.coop.

Yours sincerely

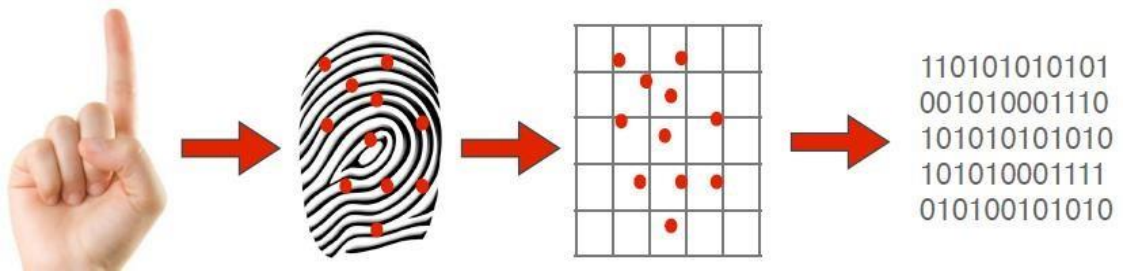


Mr D Bishop
Principal

The Biometric System

The biometric system is an automated recognition of information held on your child. This is not your child's fingerprint but rather a series of numbers created from your child's fingerprint. A fingerprint scanner system has two basic jobs - it needs to obtain an image of a finger, and then determine whether the pattern of ridges and valleys in this image matches the pattern of ridges and valleys in pre-scanned images.

Only specific characteristics, which are unique to every fingerprint, are filtered and saved as an encrypted biometric key or mathematical representation. No image of a fingerprint is ever saved, only a series of numbers (a binary code), which is used for verification. The algorithm cannot be reconverted to an image, so no one can duplicate your child's fingerprint.



The law places specific requirements on Academy's when using student's personal information, such as biometric information, for the purposes of an automated biometric recognition system.

For example:

- a) The Academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent/carers (i.e. catering)
- b) The Academy must ensure that the information is stored securely;
- c) The Academy must tell you what it intends to do with the information;
- d) Unless the law allows it, the Academy cannot disclose personal Information to any third party.
- e) Your child's biometric information will only be shared with the supplier of the biometric system. This is necessary in order to set it up.

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 the Academy cannot collect or use their biometric information for inclusion on the automated recognition system. Any consent, withdrawal of consent or objection from a parent must be in writing.

Cash is not accepted in the Canteen. Payment will only be accepted by Biometric finger printing or pin. If you do not wish your child's biometric information to be processed by the Academy, or your child objects to such processing, we will issue them with a Pin number which is verified with their name and photo on the till points. Your money or the Free School Meal allocation will be automatically credited to this pin

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the Academy.

Please note that when your child leaves the Academy, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted

Biometric Permission Form

I wish my child to be included in the biometric registration process.

Child's Name: _____ Registration Group if known: _____

Name of Parent / Carer: _____ Relationship to child: _____

Parent / Carers Signature: _____ Date: _____

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

Please return this form as soon as possible to Mr N Emery, IT Team Leader