

**Introduction**

- 1 The School wishes to use biometric information (see paragraph 3 below) about our pupils as part of an automated biometric recognition system. To enhance the School's security provision, pupils are asked to register using a process which uses a fingerprint to create a unique reference ID number to enable the use of services such as secure automatic doors and printing and registering pupils' fulfilment of School obligations. The fingerprint itself is not stored by the School.
- 2 Sections 26 to 28 of the Protection of Freedoms Act 2012 (the **Act**) require the School to notify each parent of a child and obtain the written consent of at least one parent before we can use that child's biometric information.

**Biometric information and how it will be used**

- 3 Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him / her. The School would like to create an ID derived from our pupils' fingerprints and use this information for the purposes described in paragraph 1 above.
- 4 The information will be used as part of an automated biometric recognition system. This system will take measurements of the pupils' fingerprints and convert these measurements into a template to be stored on the system. An image of the pupil's fingerprint is not stored and the ID derived from the registration process cannot be used to recreate the initial fingerprint.
- 5 The law places specific requirements on the School when it uses biometric information, about pupils. For example:
  - 5.1 the School cannot use the information for any purposes other than those described above;
  - 5.2 the School must ensure that the information is stored securely;
  - 5.3 the School must tell parents and pupils what it intends to do with the information;
  - 5.4 the School will not disclose the biometric information to a third party unless permitted by law. The School may however share the information with the supplier of the School's biometric system for the proper use of the automated biometric recognition system.

**Providing your consent / objecting**

- 6 The School requires the written consent of at least one parent to use a pupil's biometric information. However, consent will be overridden at any time if the other parent objects in writing. The School will also seek the consent of a pupil if he / she has sufficient maturity to exercise his / her data protection rights, which is the case for all of the School's pupils. Also, if a pupil objects to the use of his / her biometric information at any time, the School cannot collect or use that information. Parents may also withdraw consent at any time in writing addressed to the School at the address below.
- 7 Parents and pupils can give their consent by completing and returning the School's biometric information consent form.
- 8 Please note that when a pupil leaves the School, or if for some other reason he / she ceases to use the biometric system, his / her unique user ID will be securely deleted.

## Stowe School

### Consent form for the use of biometric information in School

Please complete this form if you and your child consent to the School taking and using information from your child's fingerprints as part of an automated biometric recognition system.

This biometric information will be used by the School for the purposes described in the School's Biometric information notice (please see copy attached).

#### For parents

By signing this form, you authorise the School to use your child's biometric information for the purposes described in the biometric information notice until he / she either leaves the School 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 at the following address:

Annabel Lovelock  
School Administrator  
Stowe School  
Stowe  
Buckingham  
MK18 5EH

Once your child ceases to use the biometric recognition system, his / her user ID will be securely deleted by the School.

If you do not provide consent we will not use your child's biometric information to register your child on our School access system. Your child will still have access to the same facilities and resources as other pupils, however entry at certain points may be restricted and will require alternative forms of ID to be carried by the pupil.

#### Parental consent

I confirm that I have read the School's Biometric information notice and I give consent to information from the fingerprints of my child being taken and used by Stowe School as part of an automated recognition system for the purposes described in the School's Biometric information notice.

I also understand that I can withdraw this consent at any time in writing to the School Administrator requesting an acknowledgement of my withdrawal. I confirm that I will make the other Parent and the Pupil aware of any withdrawal of consent. I understand that if I withdraw my consent that any use of my child's fingerprints already undertaken remains valid.

<b>Name of child</b>	
<b>Name of parent</b>	
<b>Signature of parent</b>	
<b>Date</b>	

**For pupils**

Please complete this form if you consent to the School taking and using information from your fingerprints as part of an automated biometric recognition system.

This biometric information will be used by the School for the purposes described in the School's Biometric information notice (please see copy attached).

By signing this form, you give the School permission to use your biometric information for this purpose until you either leave the School or stop using the system. If you wish to withdraw your consent at any time please speak to the Senior Master.

Once you stop using the biometric recognition system, your biometric information will be securely deleted by the School.

You do not have to give your consent if you do not want to. If you do not consent then you will still be able to use the facilities at the School, albeit entry at certain points may be restricted.

**Pupil consent**

I give consent to information from my fingerprints being taken and used as explained above.

I understand that I can withdraw this consent at any time, for example by speaking to the Senior Master. I also understand that if I withdraw my consent that any use of my fingerprints already undertaken remains valid.

<b>Name</b>	
<b>Signature of pupil</b>	
<b>Date</b>	