

Dear Parent/Carer

## BIOMETRIC SYSTEMS FOR ACCESS AND THE CANTEEN

At Millthorpe, we use biometric systems for two important systems: for accessing the building through external doors; and for purchasing food and drink in the canteen.

The access system helps to keep the school site safe by locking external doors during lesson times. The locks can be controlled centrally, which allows us to programme them to release during the times when the majority of movement around school takes place: at the beginning and end of the school day, at break and lunchtimes and at lesson changeover.

If students need to enter through an external door during lesson time, for example if they are taking a message to the Office or going to the toilet from an outlying block, they will need to open that door using a biometric reader. Note that it will always be possible to exit via any door using a simple push button release, so that students can safely leave the building in an emergency at any time.

The biometric system in the canteen is part of our cashless payment process: parents can add credit to their child's dining account via the ParentPay website, where they can also pay for other items such as trips and activities. Many of you will be familiar with this set-up from Primary School. This is a safe and secure way of paying for items in school. Students can also add cash to their account using a revaluation unit (like a vending machine) located in school.

The biometric identification system takes measurements between particular points on a thumb or fingerprint and uses them to generate a unique algorithm. This is then matched each time the student presents their thumb or finger onto a reader: either next to a door, at the tills in the canteen or at the revaluation unit. The systems do not hold fingerprints and the information held cannot be used for any other purpose. All data is held on dedicated secure servers on site.

By law, we are required to obtain written parental consent to enrol your child onto each system. We would be very grateful, therefore, if you could return both the attached slips to provide your consent.

Parents and children have the right to withhold consent for either or both system(s) and, if you wish to do so, you should indicate this clearly on the slips below. Alternative arrangements will be put in place for any students for whom we do not have consent to participate; we will contact affected parents explaining what these will be.

Thank you for your cooperation and support. If you have any questions about these systems, please contact Alex Collins, Business Manager via the school office.

Yours faithfully  
*A Collins*  
Mr Alex Collins  
**Business Manager**

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Please complete, detach and return these slip to the school office.

**\*\* - Please Complete BOTH Consent Slips - \*\***

**Consent #1: Cashless Catering**

I give my consent for the school to process my child's biometric information for the sole purpose of use within the school's cashless catering system.	
I do not give my consent for the school to process my child's biometric information for this purpose.	

**Consent #2: Electronic Access**

I give my consent for the school to process my child's biometric information for the sole purpose of use within the school's electronic access system.	
I do not give my consent for the school to process my child's biometric information for this purpose.	

Child's name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_