



20 January 2022

Dear Parent/Carer

Millthorpe School has installed an electronic entry system that uses centrally controlled magnetic locks on external doors to keep the school as safe and secure as possible. This will allow us to keep external doors locked during lessons to reduce the risk of unauthorised persons entering the building. Whilst the likelihood of dangerous intruders remains thankfully very low, we try to take any reasonable measures to keep children and other school users safe without impacting on learning and the operation of the school.

How the system will be used

External doors will be locked before and after school and during lesson time. They will be open during lesson changeovers and at break and lunch times (in the relevant areas). From the outside, the doors can only be unlocked by registered staff or students using biometric readers.

Students will always be able to leave the building safely, without using the biometric readers.

There is a release button on the inside of each door and the locks default to open in the event of a power failure. Students **only need to use the readers to enter or re-enter a building during lessons**. For example, if students are in a lesson in L Block and need to visit the toilet, they will use the reader to re-enter L Block. All the other blocks/areas have toilets that can be reached inside. Students may need to use the readers to return to their lesson if they have to visit the office from a different block.

Biometric Information

For this system to work effectively, we wish to use biometric information about your child to allow them to operate the entry system. The system takes measurements from the print of a child's finger or thumb to create a unique identification code. This is then recognised by readers situated on the outside of each door. Note that the system does not store an image of your child's fingerprint. By law, this data:

- Can only be used for the purpose specified above
- Must be stored securely – we use a secure on-site server
- Cannot be shared with another person or party (apart from the exceptional circumstances in which this is permitted in law)
- Will be deleted once it is no longer required, usually when a child leaves the school

Further details of our approach to data management can be found in our GDPR Policy:

<http://www.millthorpeschool.co.uk/millthorpe/wp-content/uploads/GDPR-Policy-1.pdf>

Consent

In order that the biometric information of your child can be processed we require the consent of at least one parent. In line with current legislation, we will be operating an 'opt in' policy and therefore require you to provide your consent, as without it we will be unable to register your child.



Objections

Consent is only required from one parent but if the other parent or the child themselves objects, consent will be overridden. Consent can be withdrawn at any time. Consent, objections and withdrawals of consent from parents must be in writing.

If you do not wish for us to use your child’s biometric information we will provide reasonable alternative arrangements for him or her to use the entry system.

Could you please complete and sign the form below and return to the School Office as soon as possible.

If you have any other questions or concerns, please do not hesitate to contact me to discuss it further.

Yours faithfully

Alex Collins
Business Manager

I give my consent for the school to process my child’s biometric information for the sole purpose of use within the school’s automated entry 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: _____