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Dear Parent/Guardian/Carer

At Alder School we have successfully used the biometric identification finger scan technology in the school library for a number of years now and also more recently for registration in the sixth form. Biometric identification is one of the many systems used within school to provide a more efficient service to students.

The biometric system used by the school uses the finger and its image to uniquely identify each student, the software measures many aspects of the finger to do this. Each student has their fingerprint registered, which is then translated to a unique identification code which is entered onto the library system. **The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data.**

To meet the requirements of the duties on schools in the Protection of Freedoms Act 2012, I am instructed by the Department for Education, to issue a Notification of Intention to Process Pupils' Biometric Information. The Protection of Freedoms Act 2012 came into effect from 1st September 2013 and schools will not be allowed to process a student's biometric data without receiving the necessary consent after the new duties come into effect. In order to continue to process a student's biometric data for the purpose of accessing the services of the school library I am required to issue the notice to all parents and obtain your written consent.

Your consent is also required for the school to use visual images of your child. During the course of a year, we record many aspects of school life using digital and video cameras. These visual images are used to celebrate student achievements and to communicate the varied activities in which students participate. Images may be displayed in school, or they may be used to show parents what has been happening during the year via the end of term 'AgMag', our website and press releases to local newspapers. Occasionally, we produce a DVD which we show on specific evenings e.g. Open Evening. It is possible that your son or daughter may be photographed or filmed during the year, taking part in a particular activity.

We appreciate that some parents may not wish their son or daughter to be included in any such visual records and indeed some students may feel likewise. Please complete the consent form to indicate your preference.

I would be obliged if you could read the notification and, if you give consent to the processing of your child's biometric information, please complete the consent form by Friday 8th September 2017. Please could you communicate your preferences to your child.

Yours sincerely

Mr D Hampson
Headteacher

Alder Grange

is a school where everybody is **inspired** to be the best they can, where **excellence** is **nurtured** by everybody and a community in which everybody **cares**

Biometrics: Frequently Asked Questions

What is biometrics?

Biometrics is a method of recognising an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person's lifespan. Surface wear, minimal temporary or permanent scarring and aging may affect, but does not alter beyond recognition the original fingerprint pattern.

How is a biometric collected?

Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices create an electronic digital 'picture' which is encrypted and stored. This is then compared to 'live' pictures in order to confirm the identity of a person.

Is biometrics technology safe to use?

Any health concerns are actually similar to those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a doorknob). Biometric systems use ordinary computing and video technology that a person typically encounters in their normal day-to-day activities. Biometrics requires the placement of only one finger.

If I provide my biometric (fingerprint) who has access to it and the information associated with it?

Two separate fingerprint scans are stored in a database on two computers in the school (the School Kitchen and the Library as we use two different biometric software packages). **An actual copy of the fingerprint image is NOT stored;** the fingerprint is translated to a unique identifying number. Only the fingerprint sensor can recognise the format.

Can the biometric image be used anywhere other than the School?

No. A fingerprint registered on one system is unique and will not be valid for another system. Only the information stored on the database linked to the biometric scanner is available when a fingerprint is scanned.

What if the biometric scanner is stolen?

Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.

Can someone steal my biometric (fingerprint)?

No, a fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else's biometric fingerprint.

Consent for Biometric Registration

Please return this reply slip to Student Services by Friday 8th September 2017

Having read the guidance provided to me by Alder Grange Community & Technology School, **I give/ do not give** consent to information from the thumbprint of my child being taken and used by Alder Grange Community & Technology School for use as part of an automated biometric recognition system for providing my child with access to the services of the library. I understand that I can withdraw this consent at any time in writing.

Name of Child: **Form:**

Name of Parent/Carer:

Signature:

Date: