



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

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Biometric Consent Form

Cashless Catering for secondary phase students

Dear Parent / Carer

At Holy Trinity we take and use information from the fingerprint in order to operate our cashless catering system.

The cashless catering system enables us to provide an efficient service at break and lunchtimes and ensures that students do not need to carry cash around with them in school.

Your child's account can be topped up via a number of methods:

- By cheque; made payable to 'Holy Trinity' and handed in to the main office. (Please write the full name and form of your child on the back of the cheque).
- In cash at the revaluation stations in the heartspace. (Machines accept the following notes and coins: £20, £10, £5, £2, £1, 50p, 20p, 10p). Please note, the administration office is not able to change money for students. Students place their finger on the scanner to access their account, check their balance and add money. Once they have finished, they press the blue button at the top of the unit.
- Via the Schoolgateway on-line payment system. You will be able to quickly log into a secure account and use your debit or credit card to make a payment into your child's account. The system does not charge for this facility. Further information about on-line payments and how to activate your child's account is available via the parents' link on the school website; www.holytrinitybarnsley.org

The daily 'spend limit' is £4.00.

How are students recognised by the system?

When we have received consent, your child's fingerprint to be registered and will then be translated to an Alpha Numeric code to create the account. The fingerprint image is not stored. When the finger is scanned at the food counter or revaluation stations, the alpha numeric code will identify your child. No fingerprint images are retained or could be extracted from the system.

How is this used to obtain a school meal?

The student places their finger on a scanner at the point of sale. A display will show the server the students name, class and current balance. The cost of the selected food will be deducted from the account and the new balance displayed.

What if my child is entitled to a free school meal?

The free school meal allowance will automatically be added to your child's account every day at around 11.30 am. This can only be spent at lunchtime and is available to spend only on the day it is added. Students can add money for use at breakfast and break times.

Biometric Data and Processing



Diocese of
Hallam



 **THE CHURCH
OF ENGLAND**
Diocese of Leeds

Biometric Data means personal information about an individual's characteristics. It can be used to identify that person. The data held includes your child's name, class, photo, account balance and meal entitlement.

The Information Commissioner considers all biometric information to be personal data as defined by the General Data Protection Regulation. It must, therefore, be obtained, used and stored in accordance with the regulation.

Consent

We require the consent of parents / carers in order to take your child's fingerprint until the age of 13. At the age of 13, most children will reach a level of understanding that enables them to have rights over their own data. If you have given your written consent, the consent is valid until such time as it is withdrawn or the child leaves Holy Trinity.

Alternative to Biometric Data

Any student or parent / carer objecting to the processing of their biometric data will be issued with a PIN code.

Biometric Consent Form (Parent / Carer)

I consent to Holy Trinity taking and using my child's fingerprint as part of an automated biometric recognition system. Their information will be used for the purpose of charging for school meals.

If I wish to withdraw my consent at any time, I understand that this must be done in writing and sent to the Headteacher. When the school receives this written notification, my child's biometric information will be securely deleted.

Student Name: _____

Parent / Carer Name: _____

Parent / Carer Signature: _____ Date: _____

I **do not** consent to Holy Trinity taking and using my child's fingerprint as part of an automated biometric recognition system. Their information will be used for the purpose of charging for school meals.

Student Name: _____

Parent / Carer Name: _____

Parent / Carer Signature: _____ Date: _____
