



# ASPIRATIONS

## Livingstone Academy Bournemouth

### BIOMETRICS POLICY

Version control	
Biometrics Policy [2021-04-01]	Reviewed and updated previous version to align with new DPO appointment.

Date of next review:	<b>September 2022</b>	Owner:	<b>Director of Finance/Estates</b>
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Version control	
Biometrics Policy [2021-04-01]	Based on Aspirations template policy (version 2021-04-01)

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## Introduction

### What is biometric data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person. This can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.

All biometric data is considered to be special category data under the General Data Protection Regulation (GDPR). This means the data is more sensitive and requires more protection and this type of data could create more significant risks to a person's fundamental rights and freedoms.

This policy complies with The Protection of Freedoms Act 2012 (sections 26 to 28), the Data Protection Act 2018 and the GDPR.

### What is an automated biometric recognition system?

An automated biometric recognition system uses technology which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual.

## The legal requirements under GDPR

'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it.

As biometric data is special category data in order to lawfully process this data, the Academy must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the Academy relies on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained using a Google Form.

The Academy processes biometric data with the aim of making students' experience of the canteen and lunch facilities far simpler and easier to manage. This is to ensure efficiency, to do away with the need for swipe cards and cash being used, and to safeguard the children.

## Consent and withdrawal of consent

The Academy will not process biometric information without the relevant consent.

### Consent for students

When obtaining consent for students, both parents/carers will be notified that the Academy intends to use and process their child's biometric information. The Academy only requires written consent from one parent/carer (in accordance with the Protection of Freedoms Act 2012), provided no parent/carer objects to the processing.

If a parent/carer objects to the processing, then the Academy will not be permitted to use that child's biometric data and alternatives will be provided.

The child may also object to the processing of their biometric data. If a child objects, the Academy will not process or continue to process their biometric data, irrespective of whether consent has been provided by the parent/carer(s).

Where there is an objection, the Academy will provide reasonable alternatives which will allow the child to access the same facilities that they would have had access to had their biometrics been used.

Students and parents/carers can also object at a later stage to the use of their child's/their biometric data. Should a parent/carer wish to withdraw their consent, they can do so by writing to the Academy at [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org) , requesting that the Academy no longer use their child's biometric data.

Students who wish for the Academy to stop using their biometric data do not have to put this in writing but should notify [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org).

The consent will last for the time period that the student attends the Academy (unless it is withdrawn).

### **Consent for staff**

The Academy will seek consent of staff before processing their biometric data. If the staff member objects, the Academy will not process or continue to process the biometric data and will provide reasonable alternatives. Staff who wish for the Academy to stop using their biometric data should do so by writing to [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org).

The consent will last for the time period that the staff member remains employed by the Academy (unless it is withdrawn).

## **Retention of Biometric Data**

Biometric data will be stored by the Academy for as long as consent is provided (and not withdrawn).

Once a student or staff member leaves the Academy, the biometric data will be deleted from the Academy's system no later than 72 hours.

At the point that consent is withdrawn, the Academy will take steps to delete the individual's biometric data from the system and no later than 72 hours.

## **Storage of Biometric Data**

Biometric data will be kept securely and systems will be put in place to prevent any unauthorised or unlawful access/use.

The biometric data is only used for the purposes for which it was obtained and such data will not be unlawfully disclosed to third parties.

## **Monitoring**

The Academy will monitor the effectiveness of this and all of its policies and procedures and conduct a full review and update as appropriate. Normally this will be on a two year cycle but, where necessary, interim reviews will be undertaken.

The monitoring and review will include looking at how policies and procedures are working in practice to reduce the risks posed to the Academy.

## Appendices

### Appendix 1: Biometric consent form (parent/carer)

Please complete the details below if you consent to the Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by the Academy for the purpose of charging for Academy meals.

In signing this form, you are authorising the Academy to use your child's biometric information for this purpose until your child either leaves the Academy 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 [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org). Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the Academy no later than 72 hours.

#### Parent/Carer consent:

Having read the above guidance information, I give consent to information from the fingerprint of my child being taken and used by the Academy for use as part of an automated biometric recognition system.

I understand that I can withdraw this consent at any time in writing.

Parent/Carer Forename: .....  
Parent/Carer Surname: .....  
Date: .....  
Student Forename: .....  
Student Surname: .....

**Appendix 2: Biometric consent form (staff)**

Please sign below if you consent to the Academy taking and using your fingerprint information as part of an automated biometric recognition system. This biometric information will be used by the Academy for the purpose of allowing you to move freely around the Academy and for catering.

In signing this form, you are authorising the Academy to use your biometric information for this purpose until you either leave the Academy or cease to use the system.

If you wish to withdraw your consent at any time, this must be done so in writing and sent to [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org).

Having read the above guidance information, I give consent to information from my fingerprint being taken and used by the Academy for use as part of an automated biometric recognition system.

I understand that I can withdraw this consent at any time in writing.

Forename: .....  
Surname: .....  
Date: .....

**Please send a copy of this consent form to [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org).**