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**Biometric Information**

Dear Parent,

‘Biometric information’relates to a person’s physical or behavioural characteristics that can be used to identify them. The Academywould like to use biometric information relating to your child as part of an automated recognition system. Under the Protection of Freedoms Act 2012 (sections 26 to 28) the Academy must notify parents and obtain written consent before being able to use a child’s biometric information.

The Academy would like to use information from your child’s fingerprint to allow them to purchase food and drink from the Canteen. Specifically, the system will take measurements of your child’s fingerprintand convert these measurements into a ‘template’ which is stored on the system. A fingerprint scan will be checked against available funds in the payment account to enable the purchase of school meals and a deduction will be made from payment accounts.

This information is shared with the Academy’s system provider who works for us under contract. The Academy is the Data Controller. Our legal basis for using personal data for this purpose is explicit consent. As we are relying on your consent, you can withdraw consent at any time by contacting the Academy. Should you withdraw your consent, the Academy will make alternative arrangements for your child to purchase food and drink from the Canteen.

This information will be deleted when the pupil leaves the Academy or when consent to use it is withdrawn.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information, please refer to the Privacy Notice.

In respect to the above, please sign, date and return the enclosed Consent Form to the Academy’s Admissions Department by **Monday 3rd July.**

Yours sincerely,



Mr. N. Houchen

Principal

**Consent Form**

Please complete this form indicating whether you do or do not consent to The Eastwood Academy taking and using information pertaining to your child’s fingerprint for the purpose of purchasing food and drink in the canteen. By consenting, you are authorising the Academyto use your child’s biometric information for this purpose until they leave the school or cease to use the system. If you wish to withdraw your consent at any time, this must be done, in writing, and sent to the Academyat the following address:

The Eastwood Academy

Rayleigh Road

Leigh on Sea

SS9 5UU

Alternatively, you may send your consent form via email to [Admissions@eastwood.southend.sch.uk](mailto:Admissions@eastwood.southend.sch.uk)

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the Academy.

Having read the guidance provided to me by The Eastwood Academy, please indicate by ticking **one** of the boxes below whether or not you give consent to information from the fingerprint of my child being taken and used for the purpose of acquiring food and drink in the canteen.

I give consent

I do not give consent

I understand that I can withdraw this consent at any stage.

|  |  |
| --- | --- |
| **Name of Child** |  |
| **Name of Parent** |  |
| **Signature** |  |
| **Date** |  |

Please return this form to the Academy’s Admissions Department by **Friday** **3rd July.**