



WITTON MIDDLE SCHOOL

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Headteacher: Mrs Cath Crossley

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Dear Parents/Carers

INTRODUCTION OF BIOMETRIC CASHLESS CATERING

I am writing to inform you of the payment arrangements operational in our school kitchen. In order to ensure maximum efficiency in taking payment for food we are introducing a cashless system using biometrics for payment at the tills. All being well this system will go live on Tuesday 8 January 2019.

This system will significantly improve efficiency with benefits including:

- Pupils will not have to remember to bring cash
- Reduction in queuing time
- Your child will no longer have to bring dinner money into school which can go missing
- Improved security for handling cash transactions in the school

Pupils and staff will purchase their lunch and snacks by placing their index finger on the Biometric Reader. Payment is then deducted from their online account. School catering accounts can be topped up online using ParentPay, or at a shop offering PayPoint. Pupils who qualify for free school meals may also opt for the biometric system in order to continue to receive their lunch.

The biometric identification system to be implemented at Witton Middle School uses the finger and its image to uniquely identify each person. The system measures many aspects of the finger to do this. Each pupil has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. **The system does not create or store an image of the fingerprint.**

When a pupil uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images. **It is a system similar to that used on the latest iPhones.**

We will not use the biometric information for any purpose other than school catering. Witton Middle School will store the biometric information collected securely in compliance with the Data Protection Act 1998. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

Biometrics Frequently Asked Questions

1. 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.

2. 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 electronic digital "pictures" that are encrypted and stored and then compared to "live" pictures in order to confirm the identity of a person.

3. Is biometric 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 day to day activities. Biometrics requires only the placement of a finger.

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

The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognize this format. Fingerprints are not transferred to any other systems.

5. Can my biometric image be used anywhere other than the School?

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

6. What if the biometric scanner is stolen?

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

7. Can someone steal my biometric (fingerprint)?

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).

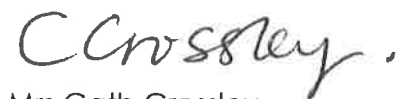
We must obtain parental consent to take and process biometric data from your child's finger and use this information for the purpose of providing your child with school catering. Attached to this letter is a consent form which requires signing and returning to your child's Class Teacher to enable your child to use school catering. **The deadline for return is Monday 10 December 2018.** You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves Witton Middle School, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

Attached to this letter is a frequently asked questions guide for parents/carers however, if you require further information then please feel free to contact our Business Manager.

Yours sincerely



Mrs Cath Crossley
HEADTEACHER

BIOMETRIC IDENTIFICATION CONSENT FORM
Please return no later than Monday 10 December 2018

I am aware that Witton Middle School is using biometric finger scan technology for school catering services.

I give/do not give my consent for my child to participate in the scheme.

Print pupil name _____ Class _____

Print name of parent/carer _____ Date _____

Signature of parent/carer _____