

June 2013

Dear Parent/Guardian

The School currently operates a cashless transaction system to enable pupils to purchase school meals; this is a system we have run successfully for a number of years.

Under the new Protection of Freedoms Act 2012 (Sections 26 to 28) which comes into effect in September 2013, we are required to obtain the written consent of at least one parent before using a child's biometric information for this automated system, despite the fact we have been running this system successfully for a number of years.

Biometric information in this instance is a fingerprint. The school will take and use information from your child's fingerprint and convert it into a unique code which is then stored on the computer system. An image of your child's fingerprint is **not** stored.

Further information and details about the relevant legislation covering biometric recognition systems are available on our website: www.croftonacademy.org.uk.

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 a reasonably alternative arrangement. A card reader where children can input their lunch money will be provided. Data will be collected to identify each child, but this will not be biometric data and is governed by the Data Protection Act 1998.

Please note that if your child leaves the school, or if for some reason they cease to use the biometric system, their biometric data will be securely deleted.

If you consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to school, or alternatively withhold consent by writing to me at Crofton Academy, High Street Crofton, Wakefield, WF4 1NF. We would ask that you return this form to us by **Friday 12 July 2013**.

The school is also happy to answer any questions you or your child may have.

Yours faithfully



J M Horsley
Headteacher



Headteacher:
Mr J M Horsley BSc (Hons) MEd

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Having read the guidance provided to me by Crofton Academy, I give consent to information from the biometric fingerprint of my child:

_____ (*please insert name **and** form of child*)

being taken and used by Crofton Academy for use as part of an automated biometric recognition system for school catering provision. I understand that I can withdraw this consent, in writing, at any time.

Name of Parent _____

Signature of Parent _____

Date _____

Please return this form FAO Andrea Hewson
Crofton Academy, High Street, Crofton, Wakefield, WF4 1NF

By Friday 12 July 2013

