

This form explains the reasons why and how we may use your biometric information. Please read the document thoroughly and complete the consent form as per your agreement.

Who we are

Glenthorne High School is part of the Willow Learning Trust (WLT). At Glenthorne we use biometric data in the form of fingerprints to allow pupils to identify themselves when paying for food in school. Under the General Data Protection Regulation (GDPR) we are required to obtain the written consent of each pupil over the age of 12 before being able to use their biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, their fingerprint. The school would like to take and use information from your fingerprint and use this information for the purpose of providing you with the means to pay for school meals.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your fingerprint and convert these measurements into a template to be stored on the system. An image of your fingerprint is not stored. The template (i.e. measurements taken from your fingerprint) is what will be used to permit your access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information for the purposes of an automated biometric recognition system.

- the school cannot use the information for any purpose other than those for which it was originally obtained and made known (i.e. as stated above);
- the school must ensure that the information is stored securely;
- the school must tell you what it intends to do with the information;
- unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cunningham's, the school's supplier of biometric systems in the Dining hall. This is necessary in order for you to pay for school meals in the Dining hall.

You have these rights:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you (although we may have good reasons why we cannot do this)
- Ask for our processing of your personal data to be restricted
- Ask for us to transfer your information to another organisation
- Object to us processing your information

More information about our data protection can be found in our Data Protection Policy which is on the Willow Learning Trust website.

Notification and Consent

As stated above, in order to use your biometric information, we require written consent.

You can object to the proposed processing of your biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection must be in writing and addressed to the Data Protection Officer (DPO) (dpo@willowlearningtrust.org.uk).

The DPO is also happy to answer any questions you may have.

If you do not wish your biometric information to be processed by the school, or you object to such processing, the law says that we must provide reasonable alternative arrangements for those who are not going to use the automated system to pay for school meals.

Please note that when you leave the school, or if for some other reason you cease to use the biometric system, your biometric data will be securely deleted.

Further information and guidance

This can be found via the following link:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':
<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

Biometric Consent Policy to be evaluated and reviewed by July 2026

Consent for the use of biometric information

Please complete this form regarding the school taking and using information from your fingerprint as part of an automated biometric recognition system. This biometric information will be used by Glenthorne High School (GHS) for the purpose of paying for school meals.

In signing this form, you are authorising the GHS to use your biometric information for this purpose until you either leave the school 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 the school at the following email address:
dpo@willowlearningtrust.org.uk

Once you cease to use the biometric recognition system, your biometric information will be securely deleted by the school.

Name:		
Tutor group:		
Consent given (please circle):	YES	NO

Declaration

I, _____ (name of pupil), understand:

- Why my consent is required.
- The reasons why GHS uses biometric data.
- The conditions under which GHS uses my biometric information.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so to the Data Protection Officer

Name: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Data Protection Officer at dpo@willowlearningtrust.org.uk

Please return this form to the Data Protection Officer