



5th October 2015

Dear Parent/Carer

Re : Changes to Ifield Community College Restaurant

We are pleased to announce that our restaurant at ICC is undergoing some new and exciting changes to coincide with the advancements in technology within the catering area. These changes will see improvements within the services that are offered to both you as parents and the students.

BAM, in-conjunction with Catering Academy (our restaurant provider) will be implementing a cashless, biometric system which will be rolled out to students at the beginning of November.

The cashless system will allow parents to make online payments (as with Parentmail), eliminating the need for students to carry money around with them. As parents, you will also be able to monitor the amount the student is spending on a daily basis. A biometric thumb print will be used to identify each student. This ensures all transactions are fast, efficient and personal to the individual student.

All students will be registered automatically onto the Cashless Biometric system. If you **do not** want your child to be included within the new system, please fill out the tear-off slip at the bottom of this letter and send back to ICC Reception. Alternative payment provision will be made for your child.

The following information is derived from the cashless company that is installing the operating system. It explains in more detail about Biometric and what happens with the data. Once read, please fill out the consent form (the last page of this letter):

"Ifield Community College wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of Catering and the cashless card system. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's 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, information from their thumbprint. The school would like to take and use information from your child's thumb and use this information for the purpose of providing your child with a cashless payment facility.

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

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

For example:

- (a) The school *cannot* use the information for any purpose other than that for which it was originally obtained and made known to the parent(s) (i.e. as stated above);

Principal: Mr R Corbett
Crawley Avenue, Crawley,
West Sussex, RH11 0DB
Tel: 01293 420500
Fax: 01293 420501
Email: robcorbett@ifieldcc.co.uk



- (b) The school must ensure that the information is stored securely;
- (c) The school must tell you what it intends to do with the information;
- (d) Unless the law allows it, the school cannot disclose personal information to another person/body.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's 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 from a parent must be in writing to ICC.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. In this case this will result in your child being issued with their own personal PIN number.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted. A FAQs document with regard to Biometric data has been placed on the school website for further information.

If you give consent to the processing of your child's biometric information, please complete the consent form (last page of this letter). However, if you do not give consent, please use the tear-off slip below. ALL responses should be handed in at ICC Reception, no later than **Monday 12th October**.

Kind regards,

Debbie Williams
HR & Student Services Manager

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Re: Changes to ICC Restaurant Please return this slip to ICC Reception by Monday 12th October
I/We **DO NOT** consent to the following student be included within the Cashless Biometric payment system

Student's name:.....

Tutor Group:.....

Parent/Carer signature:.....

Parent/carer name (Block capitals):.....

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CONSENT FORM

FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if **you give consent** to ICC taking and using information from your child's thumb as part of an automated biometric recognition system. This biometric information will be used by ICC for the purpose of cashless catering system.

In signing this form, you are authorising ICC to use your child's biometric information for this purpose until he/she either leaves the school 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 ICC at the following address:

Ifield Community College
Crawley Avenue
Crawley
West Sussex RH11 0DB

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by ICC.

Having read guidance provided to me by ICC, I give consent to information from the thumbprint of my child: being taken and used by ICC for use as part of an automated biometric recognition system for the cashless card catering system.

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

Name of Child:.....

Tutor Group:.....

Name of Parent/Carer 1:.....

Relationship to student:.....

Signature of Parent/Carer 1:.....

Date:.....

Name of Parent/Carer 2:.....

Relationship to student:.....

Signature of Parent/Carer 2:.....

Date:.....

Please complete a separate form for each student.

Please return this form to ICC Reception by Monday 12th October

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