



Learning to shape the future

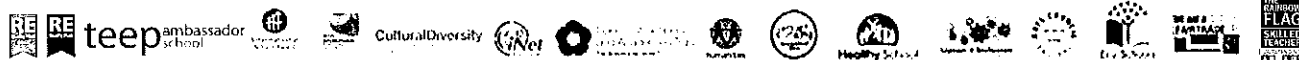
Headteacher: Mrs P Dixon BA(Hons), NPQH

Please find attached some background information about biometrics, together with a series of FAQs, which I hope you will find useful. We would like to make it clear that our school will comply at all times with the current data protection regulations including the provisions of the Protection of Freedoms Act 2012 regarding the use of biometric data. In order for your child to use the biometric system, one parent or carer will need to read and sign and return the attached form. I would very much appreciate it if your consent form could be returned to the school as soon as possible. We cannot register students until we are in receipt of the required formal consent and will be done on their first day in school. All students for whom biometric consent has not been received will be issued with a unique 6-digit PIN code, which they will need to use when adding cash to their catering account or making purchases from it.

If you have any queries in relation to our introduction of the cashless catering service then please feel free to contact the school or email cashless@uptonhigh.co.uk.

Yours faithfully

Mr S Hancox
Strategic Business Manager





Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify that person. This can include their fingerprints, facial shape, retina and iris patterns, and hand measurements. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school for the purpose of the administration of the school's catering service.

The data that is held cannot be used by any other agency for any other purpose and will be stored in a secure database.

The school will not use the biometric information for any purpose other than that stated above.

The school will store the biometric information collected securely in compliance with the current data protection regulations. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires that:

- Schools **must** notify **each** parent of a pupil under the age of 18 if they wish to take and subsequently use the child's biometric data as part of an automated biometric recognition system.
- As long as the child or a parent does not object, the written consent of only one parent will be required for a school to process the child's biometric information. A child does not have to object in writing but a parent's objection must be written.
- If a pupil under 18 objects or refuses to participate (or to continue to participate) in activities that involve the processing of their biometric data, the school **must** ensure that the pupil's biometric data **are not** taken/used as part of a biometric recognition system. A pupil's objection or refusal overrides any parental consent to the processing.
- Reasonable alternative arrangements must be provided for pupils who do not use automated biometric recognition systems either because their parents have refused consent (or a parent has objected in writing) or due to the pupil's own refusal to participate in the collection of their biometric data.

If you do not consent to your child's biometric data being taken and used as set out above or your child objects or refuses to participate we will provide reasonable alternative arrangements that allow them to access the cashless catering service.



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Should you agree to the use of your child's biometric information, **it is important that you return the signed consent form below as soon as possible.** Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

Biometrics – Frequently Asked Questions (FAQs) - IDStore

What is IDStore?

IDStore is a central database located within a school, which stores the information which identifies pupils uniquely to each of the applications used at the school.

IDStore requires each pupil to register only once, usually by placing a finger on a fingerprint scanner, although other identification methods are available.

Why use IDStore instead of other existing identification methods?

The centralised system of IDStore speeds up the registration process – each student need only register once, no matter how many applications requiring identification are in place at the school. With a Biometric system, students cannot borrow or steal credentials from each other, reducing the opportunities for bullying. Queues are reduced, because the rate of identification of students is quickened. Students need no longer carry cards, remember PIN numbers, or use cash to buy a meal.

Biometric systems save time and money for both school and pupils because the need to replace lost cards and forgotten passwords is eliminated.

Does IDStore record images of individual fingerprints?

IDStore does not store images of fingerprints on its system, and never will. Only mathematical representations of certain points of a finger image are recorded, typically between ten and sixty depending on the characteristics of the finger. This mathematical data is encrypted and is called a template. The data is extremely secure in its encrypted form, and even if it were not encrypted it would be impossible to recreate the original fingerprint image from the stored data.

Is it possible to recreate a fingerprint from the data stored by IDStore?

No, the IDStore system only stores a short string of encrypted numbers, too little data for the original print to be reconstructed.

How secure is the stored data? What would happen if somebody stole it?

The IDStore database is protected by a licence key, meaning that the database and any backup of its contents can only be accessed on licensed hardware. The hardware is stored in the school's own secure facility, so that the encrypted data is only available to the registered licensee. Even if



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a school's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another school.

If I lose my bank card then it can be replaced. But I can't replace my finger. If a template is stolen, have I lost my identity forever?

The simple answer is no. The fingerprint template stored in the database is merely a string of encrypted numbers. If this string of numbers were to be removed from the database, it would be useless, because it cannot be recognised as a fingerprint. A fingerprint scanner checks for a real finger – it does not recognise a string of numbers.

Could the police or a court of law use the fingerprints stored in a IDStore database?

IDStore does not store fingerprint images. The recorded templates are comprised of a set of numbers which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousands, of people. However, in a wider population the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would not be able to use this information as evidence.

What happens about twins, or someone who has hurt their finger?

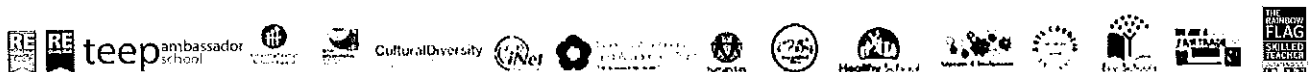
Even identical twins have different fingerprints, and will not be mistaken for each other by IDStore. In very rare cases there are people who are born without fingerprints. Occasionally someone's fingerprints may deteriorate because of exposure to some chemical products, and sometimes temperature changes can cause reduction in fingerprint quality. However, a cut finger would not cause any problem for IDStore, unless it resulted in major disfigurement.

Is there any alternative for pupils who are unable to provide biometric data for some reason, such as a disability?

Alternative identification methods, such as smart cards and name and photo identification, are always available in IDStore systems. Pupils unable to provide biometric data can opt to use one of these methods, as can any pupil who prefers not to use biometrics.

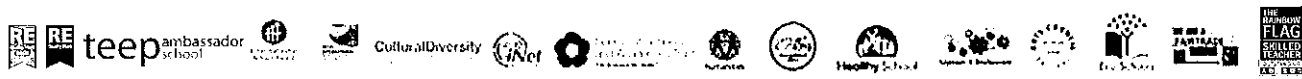
If I object to my child being fingerprinted, what will happen?

The school will issue any pupil who wishes to opt out of the biometric system with an alternative method of identification. IDStore recognises a number of identification methods, including smartcards, PIN numbers, passwords and name and photo lookup.





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Upton-by-Chester High School, St James's Avenue, Upton, Chester CH2 1NN
Tel: 01244 981240 Fax: 01244 981248
E-Mail: admin@uptonhigh.co.uk



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the taking and using information from your child's fingerprint by Upton-by-Chester High School as part of an automated biometric recognition system. This biometric information will be used by Upton-by-Chester High School for the purpose of the administration of the school's cashless catering service.

In signing this form you are authorising the school 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 the school at the following address:

Student Reception
Upton-by-Chester High School
St James Avenue
Chester
CH2 1NN

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

Having read the information provided to me by Upton-by-Chester High School I give consent to information from the fingerprint of my child:

Full Name of Child:

School Year Group (as at September 2018):

being taken and used by Upton-by-Chester High School for use as part of an automated biometric recognition system for the administration of the school's cashless catering service.

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

Name of Parent:

Signature:

Date:



