



## Safeguarding Students: Biometric Door Entry

Dear Parents/Carers,

To increase the security of our school site over the summer holidays, we have installed a biometric door entry system on all external doors (except fire doors which lock automatically) and this is activated by the fingerprint recognition.

This use of fingerprints ensures no unauthorized entry of anyone into the school buildings during lesson times.

Therefore, we are seeking permission from parents/carers to allow us to take a fingerprint template of all students to enable them to access the building at anytime during the school day.

On the back of this letter is a detailed breakdown of all the statutory information pertaining to the system and its legal use as well as a consent form.

I would be grateful if you could sign and return this form as soon as possible and by Friday 13<sup>th</sup> October 2017 at the latest. Sixth Formers will be required to give their individual consent as they are over sixteen.

To ensure the maximum effectiveness of this new security protocol, cards will not be issued as they can be easily lost or cloned.

If you have any queries or concerns, please do not hesitate to contact me by email to [office@chs.wales](mailto:office@chs.wales).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jackie Parker', with a stylized flourish at the end.

Jackie Parker  
Headteacher

## Background

Over the Summer Holiday we had a Biometric Door Entry System installed to secure the building during the day time, we are now ready to roll this out and enrol your child(ren) in the system.

This system is operated solely by Crickhowell High School and is separate to the Council controlled Cashless Catering System, as such will require separate written consent of at least one parent and your child before being able to use your child's biometric information for this automated system under the Protection of Freedoms Act 2012 (sections 26 to 28).

Biometric information is information about a person that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's index fingerprints and use this for the purpose of providing your child with access to our school building through the various security doors during his/her time at school.

The information will only be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. **AN IMAGE OF YOUR CHILDS'S FINGERPRINT IS NOT STORED.** The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access the school building.

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:

- The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (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.

## Providing your consent/objection

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. 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.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. 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.

The school is also happy to answer any questions you or your child may have. More information, certification, our privacy statement, a copy of these letters and a copy of the consent form can be found at [www.chs.wales/biometrics](http://www.chs.wales/biometrics).

Regards,



Jackie Parker  
Headteacher



Nick Brown  
Business, Infrastructure & Premises Manger