



Holy Family Catholic School & Sixth Form



Headteacher: Dr. A. Stone BA Hons, NPQH

Walthamstow House Site

1 Shernhall Street, London E17 3EA

Tel/Fax: 020 8520 0482 / 4658

Web: www.holyfamily.waltham.sch.uk

Wiseman House Site

30-34 Shernhall Street, London E17 9RT

Tel/Fax: 020 8520 3587 / 3594

Email: office@holyfamily.waltham.sch.uk

Dear Parent/Carer

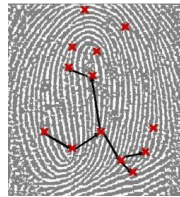
Changes to catering arrangements at Holy Family Catholic School

Holy Family Catholic School now operate a cashless catering system. In partnership with Chartwells who manage the catering operation at the school, we operate a Trust e cashless system provided by Nationwide Retail Systems. This is a system used by many schools throughout the country.

Biometric information and how it will be used

Biometric information is information about a person's physical characteristics that can be used to identify them. The school would like to take and uses this information from your child's fingerprint for the purpose of providing your child with access to the cashless catering.

The information will be used as part of an automated biometric recognition system. The system is accessed by placing a finger/thumb on a scanner which will take measurements of key points of your child's fingerprint.



These measurements are converted into an encrypted template to be stored securely as an array on the system. The template cannot be interpreted back into a fingerprint and matching can only be done by scanning the user's finger. An image of your child's fingerprint is not stored.

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

- 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.

ASPIRE TO THE HOLY FAMILY WAY



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Providing your consent/objecting

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.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. The school would appreciate it if you could discuss this with your child.

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 the school must provide reasonable alternative arrangements for children who are not going to use the automated system to access to the cashless catering.

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. The school is also happy to answer any questions you or your child may have. Please sign, date and return the enclosed consent form to the school.

ParentPay

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one son at the College, you can merge their accounts to create one login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system! Once you've activated your account you can make online payments straight away.

Yours faithfully

Dr A Stone
Headteacher

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HOLY FAMILY CATHOLIC SCHOOL CONSENT TO PROCESS BIOMETRIC INFORMATION FOR ACCESS TO CASHLESS CATERING SYSTEM

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 for the purposes of cashless catering.

The automated biometric recognition system will take measurements of key points of your child's fingerprint and convert these measurements into an encrypted template stored securely as an array on the system. The template cannot be interpreted back into a fingerprint and matching can only be done by scanning the user's finger. An image of your child's fingerprint is not stored.

- The school will take and use information from your child's fingerprint for the purpose of providing your child with access to the cashless catering systems.
- Written consent of at least one parent is required. Consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information.
- The school asks that you discuss the biometric system with your child. If your child objects, the school cannot collect or use his/her biometric information

Please complete details:

Please tick ✓

	Consent Given	Consent Refused
Name of Parent/Carer: Please state relationship: Mother / Father /		
Name of Child: Date of Birth: Form Group:		

Please sign, date and return this form to Mr. A. Kramer, c/o School Office.

Parent/Carer Signature: Date:

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