

November 2023

## NOTIFICATION OF INTENTION TO PROCESS STUDENTS' BIOMETRIC INFORMATION

Dear Parent/Carer,

For some years now the school has been successfully using a cashless catering system in the Main Hall Canteen and Lower Dining Hall. This has proved to be extremely popular with students and staff, and has contributed towards speeding up queues and reducing the need for students to bring cash into school. We also introduced an online payment facility so that parents and carers could top-up their child(ren)'s cashless catering account electronically.

Our cashless catering system uses biometric data about your son / daughter. Biometric data is information about a person's physical or behavioural characteristics that can be used to identify them – in our case this information comes from their fingerprint. The system takes measurements of your child(ren)'s fingerprint(s) and converts these measurements into a unique template which is then used to identify your son's / daughter's catering account. Please be reassured that:

- (a) The school will not use the information for any other purpose;
- (b) The school will ensure that the information is stored securely;
- (c) The school will only share this information with Innovate Catering Services Limited, our new school caterers from September 2018 and Cunninghams, the supplier of our cashless system in order to provide catering services and to maintain student records on the cashless system.

From September 2013 we are required by law to notify each parent/carers that we process biometric data about their child(ren), and to obtain the written consent of **at least one** parent/carers in order to continue using their child(ren)'s biometric data for catering purposes. If you are happy to consent to the processing of your child(ren)'s biometric data, please sign, date and return the attached consent form to Mrs Jayne Trueman via the school office, or by e-mail to [TruemanJ@smrt.bristol.sch.uk](mailto:TruemanJ@smrt.bristol.sch.uk). Please note that when your child(ren) leave(s) the school, or if for some other reason he/she/they cease(s) to use the biometric system, his/her/their biometric data will be securely deleted. Further information and guidance about the use of biometric data in schools can be found at the following website:-

<https://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>

If you do not wish for your child(ren)'s biometric data to be processed by the school, we will make alternative arrangements so that they can continue to access our catering services.

Yours sincerely,



Ian Morris  
School Business Manager

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to the school taking and using information from your child(ren)'s fingerprint by St Mary Redcliffe and Temple School as part of the cashless catering system. This biometric data will be used by St Mary Redcliffe and Temple School for the purpose of accessing catering services.

In signing this form, you are authorising the school to use your child(ren)'s biometric data for this purpose until he/she/they either leave(s) the school or cease(s) 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:

St Mary Redcliffe and Temple School  
Somerset Square  
Bristol  
BS1 6RT

Once your child(ren) cease(s) to use the cashless catering system his/her/their biometric data will be securely deleted by the school.

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I give consent to information from the fingerprint(s) of my child(ren):

Name(s) and Tutor Group(s).....  
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being taken and used by St Mary Redcliffe and Temple School for use as part of the cashless catering system for accessing catering services.

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

**Name of Parent/Carer:** .....

**Signature:** .....

**Date:** .....

Please return this form to:  
Mrs Jayne Trueman  
St Mary Redcliffe and Temple School  
Somerset Square  
Bristol  
BS1 6RT

[TruemanJ@smrt.bristol.sch.uk](mailto:TruemanJ@smrt.bristol.sch.uk)