



DATA PROTECTION

A Use of Scholars' Photographs

From time to time, we take pictures of scholars for administrative purposes, as part of our publicity or as part of their studies. We may use these pictures, including film, for administration, in our prospectus, in press releases and advertisements, on our website or in our academy newsletters. We take great care that images are used only for authorised purposes.

B Data Protection Act

Information supplied will be held in a computer system which is registered with the Data Protection Register, and will be used for the purpose of school administration for your child's current and future schools within Southwark and the Ark network. It may be used for the supply of information to other authorities, should there be a transfer to another school not in Southwark. Information may be disclosed to bona-fide, authorised council employees, Ark administrators, school governors, and the Department for Education for administrative and statutory reasons only.

C Use of Biometric Information

Ark All Saints Academy has in place automated computer systems to help in some registrations and taking payment for lunches. It is possible that we will extend this to access to the library in the future. These systems have made the Academy much more efficient, and have been found to be very helpful for scholars. As part of these systems, we use scholar biometrics. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we have to tell 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 in this way.

We would be very happy to answer any questions you or your child may have about this.

What biometric information is and how it will be used

Each person's fingertip consists of a unique set of features. When a scholar enrolls and their finger is scanned for the first time, the reader records the unique details of each finger. (This is not a fingerprint in the traditional sense.) These are then converted into an encrypted digital code that is stored and matched on future scans – no actual image of the finger is stored on the secured system and it cannot be retrieved or reproduced in any way.

There are laws that control the way schools may or may not use this biometric information. For example:

- (a) we cannot use the information for any purposes that we have not told you about;
- (b) we must store the information securely;
- (c) unless the law allows it, we cannot disclose personal information to anyone else. You should be aware that we are using software provided by *Biostore* and they maintain the system.

Consent for the use of biometric information

We have to get written parental permission for each scholar to participate in this system. You should be aware that if one parent or your child, now or in the future, objects to this, we cannot collect or use this biometric information. 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.

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. If you wish to withdraw your consent at any time, you must do so by writing to the school.

Further information and guidance

This can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools - Advice for proprietors, governing bodies, head teachers, principals and school staff*':

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

Name of Scholar:

A Use of scholar photographs

Please sign to show that you consent to your child's photograph being used for publicity for the Academy as detailed overleaf.

Parent Signature: _____ Date: _____

B Data Protection Act

I have read and understood the Academy's statement about use of electronic data and the Data Protection Act.

Parent Signature: _____ Date: _____

C Use of Biometric Data

Please sign below to show your consent to the school taking and using information from your child's finger as part of our automated biometric recognition system. This biometric information will be used by Ark All Saints Academy for the paying of school dinners and for the lending of library materials.

In signing below, you are authorising us to use your child's biometric information for these purposes until he/she either leaves the school or ceases to use the system.

I have read and understand the guidance and information provided on the back of this sheet, and I give consent to information from my child's finger being taken and used by Ark All Saints Academy for use as part of its automated biometric recognition system.

Parent Signature: _____ Date: _____

If parents do not live at the same address:

Parent Signature: _____ Date: _____