

IMPORTANT NOTES FOR PARENTS AND CARERS 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 them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. **As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image.** The information is stored in a highly secure database and is only used by the school to confirm who is using the library management system.

Our chosen solution (BioStore from Micro Librarian Systems) allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data. The data that is held cannot be used by any other agency for any other purpose.

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 current legislation. The school will not share this information with anyone else and will not unlawfully disclose it to any other person. The only body that the school may share the information with is Micro Librarian Systems. This may be necessary in order to maintain system functionality.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as a numeric code, we will provide reasonable alternative arrangements that allow them to access current and future library services. Should you agree to your child continuing to use the biometric system, 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.

January 2018

