



22<sup>nd</sup> September 2016

Dear Parents/Carers

## **SIXTH FORM VERICOOL BIOMETRIC REGISTRATION**

As part of our safeguarding procedures in the sixth form for monitoring on and off-site student presence we use an automated biometric recognition system known as "Vericool".

Vericool is used for the purposes of registering your child when they enter or leave the school site during the school day for any reason (other than normal form registration times), for example, lunchtimes, community service, medical appointments etc. This does not replace normal morning and afternoon registration.

The Vericool system works by way of collecting information (measurements) from finger print recognition as part of an automated biometric recognition system. An image of your child's fingerprint is not stored.

The law places specific requirements on schools when using this type of personal information 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);
- 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 – you should note that the only person/body that the school wishes to share the information with is Vericool. This is necessary in order to register the students details on the system.

### **Providing your consent/objecting**

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we must 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.

Objections:

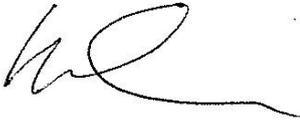
- Consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information.
- Similarly, if your child objects, we cannot collect or use his/her biometric information for inclusion on the automated recognition system.
- You can object to the processing of your child's biometric information at a later stage or withdraw any consent you have previously given. 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. Their objection does not need to be in writing. 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.

We are happy to answer any questions you or your child may have.

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 give consent to the processing of your child's biometric information, please sign, date and return the consent slip below to school.

Yours sincerely



Miss V Workman  
Director of Sixth Form

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## PARENTAL 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's fingerprint as part of an automated biometric recognition system. This biometric information will be used by St Mary's Catholic School for the purpose of our safeguarding procedures in registering your child's presence on the school site.***

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases 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.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

### **Consent:**

Having read guidance provided to me by St Mary's Catholic School:

- I give consent to information from the fingerprint of my child \_\_\_\_\_ (name of student) being taken and used by St Mary's Catholic School for use as part of an automated biometric recognition system for the purpose of school safeguarding procedures in registering my child's presence on the school site.
- I understand that I can withdraw this consent at any time, and that such withdrawal must be in writing.

**Name of Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to: *Mrs C Boylan, sixth form supervisor. Signed copies can be scanned and emailed if you wish to [c.boylan@stmarys.net](mailto:c.boylan@stmarys.net)*

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"The school's motto: 'achieving excellence for all' has become a reality at this outstanding school"  
(Ofsted 2012)



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