

PUPIL PERSONAL DATA – BIOMETRIC DATA CONSENT FORM

Who Should Complete this Form?

This **biometric data consent form** is provided to pupils joining a SAST school between Years 7 and 13. For pupils under the age of 18 years it must be read and signed by both parents or guardian(s).

Why do we use your biometric data?

One of the IT systems we have in school to manage enrolment is a biometric Identity Management System within a system called Wisepay. This involves scanning each pupil's thumb when they join to take lots of tiny measurements which are processed into a unique, encrypted identity code. This unique ID is not readable by any staff and is kept secure. It is used for our cashless payment system to purchase food in the café, to securely release photocopies or printing from our photocopies and to borrow library books without the need for a library card.

Cash payments may be made in the café but our preferred method of payment is the online cashless option. Non-biometric book borrowing and photocopying may still take place, however, using biometrics ensures the right student is identified each time.

There are many benefits to using Wisepay:

- Queuing in the café is quicker
- You don't need to carry cash to pay for food or drinks or photocopying, parents can pre-load the pupil account with credit
- Parents can also use Wisepay to pay online for school trips and travel
- It is highly secure, no-one can borrow your identity
- WisePay is accessed through the Parent area of the school's website. All pupils are issued with a WisePay account when they join the school
- A pupil's unique and encrypted identity can be created in seconds using a scanner

For school meals, money is pre-loaded by parents onto their child's WisePay account. We suggest you credit the account with sufficient funds to cover at least a minimum of two weeks purchases. Please advise your child of his/her daily spending limit as the tills in the café do not allow students to go overdrawn. It is therefore important that WisePay account balances are regularly checked and topped up as necessary.

Once permission has been received, students are enrolled. This simple process involves computer software capturing a digital signature of your child's thumb, which is then broken down into data points, similar to reference points on a map; these are then encrypted and stored on our own school server. Please note that this is not a fingerprint and cannot be used to create a fingerprint.

The school gives its full assurance that biometric information collected will be solely for school use and held on school systems only. This system is fully compliant with the new GDPR regulations and European Human Rights legislation so please be assured this software is very secure.

A Privacy Notice has been provided to you which explains how we use and securely store personal information such as this. Privacy Notices can also be found on the SAST website - www.sast.org.uk.

The Purpose of this Consent Form

There are special rules under data protection law that mean the school can't use biometric information without consent. If you are not happy for us to capture this information this will not affect your child's place at school. You are completely free not to provide your consent and also to withdraw consent (change your mind) at any time. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Help and Advice

If you have any queries or questions about this form please address them to Moira Lyons-Montgomery, SAST Data Protection Officer at dpo@sast.org.uk or by telephone on 01935 316978.

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I/we consent to The Gryphon School/Sherborne Area Schools' Trust processing the biometric data (encrypted fingerprint identity code only) on behalf of the pupil stated below in accordance with Data Protection law. I/we understand I/we are able to withdraw or amend this consent at any time.

Pupil Name: _____ **Date of Birth:** _____

Signed: _____ **(Parent 1 / Legal Guardian)** – please circle

Parent 1 Name: _____

Signed: _____ **(Parent 2 / Legal Guardian)** – please circle

Parent 2 Name: _____

Date: _____

FOR OFFICE USE ONLY:

Entered into MIS on ____/____/____ by _____ (initials)