



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

## Biometric Data Policy

Date approved by the NPAT Board of Trustees:	July 2021
Chair of Trustees Signature:	Jeremy Stockdale
Renewal Date:	July 2024

## Key Points

At present no school within the Northampton Primary School Trust uses student's biometric data however the trust acknowledges it forms part of the statutory policies that all school trusts must have available.

The trust recognises that all data collected must be treated with appropriate care and comply with the data protection principles as set out in the General Data Protection Regulation 2018.

The trust also recognises that where data is to be used as part of an automated biometric recognition system, schools must also comply with the additional requirements in sections 26 to 28 of the Protection of Freedoms Act 2012.

Schools must ensure that the parent/carer of each child is informed of the intention to use the child's biometric data (see 1 below) as part of an automated biometric recognition system. The written consent of the parent/carer must be obtained before the data is taken from the child and used (i.e. 'processed').

In no circumstances can a child's biometric data be processed without written consent.

Schools must not process the biometric data of a student where:

- a) The child (whether verbally or non-verbally) objects or refuses to participate in the processing of their biometric data;
- b) A parent has not consented in writing to the processing; or
- c) A parent has objected in writing to such processing, even if another parent has given written consent.

Schools must provide reasonable alternative means of accessing the services to those students who will not be using an automated biometric recognition system.

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## Biometric Data and Processing

### 1. What is biometric data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements. The Information Commissioner considers all biometric information to be personal data as defined by the General Data Protection Regulation; this means that it must be obtained, used and stored in accordance with that Regulation. The Protection of Freedoms Act 2012 includes provisions which relate to the use of biometric data in schools and colleges when used as part of an automated biometric recognition system. These provisions are in addition to the requirements of the General Data Protection Regulation.

### 2 What is an automated biometric recognition system?

An automated biometric recognition system uses technology which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual. Biometric recognition systems can use many kinds of physical or behavioural characteristics such as those listed in 1 above.

### 3 What does processing data mean?

'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- a recording students' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
- b storing students' biometric information on a database system; or
- c using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise students.

### 4 Who is able to give consent

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 13. Schools and colleges will be required to notify each parent of a child whose biometric information they wish to collect/use. If either parent objects in writing, then the school or college will not be permitted to take or use that child's biometric data.

### 5 Length of consent

The original written consent is valid until such time as it is withdrawn. However, it can be overridden, at any time either parent or the child themselves objects to the processing (subject to the parent's objection

being in writing). When the student leaves the school, their biometric data will be securely removed from the school's biometric recognition system.



**2. Biometric Consent form (parent/carer)**

Child’s name: .....

Please sign below if you consent to the school taking and using information from your son/daughter’s fingerprint as part of an automated biometric recognition system. This biometric information will be used by the school for the purpose of [insert reason]. In signing this form, you are authorising the school to use your son/daughter’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 Headteacher. Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Parent consent: Having read the above guidance information, I give consent to information from the fingerprint of my son/daughter being taken and used by the school for use as part of an automated biometric recognition system for [insert reason].

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

Parent Name: .....

Signature: .....

Date: .....



3. Biometric Consent form (staff)

Staff name: .....

Please sign below if you consent to the school taking and using information from your fingerprint as part of an automated biometric recognition system. This biometric information will be used by the school for the purpose of charging for [insert reason]. In signing this form, you are authorising the school to use your biometric information for this purpose until you either leave 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 Headteacher. Once you cease to use the biometric recognition system, your biometric information will be securely deleted by the school.

Staff consent:

Having read the above guidance information, I give consent to information from my fingerprint being taken and used by the school for use as part of an automated biometric recognition system for [insert reason].

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

Name: .....

Signature: .....

Date: .....