



16 June 2024

Dear Parent/ Carer

## Biometric Finger Prints and Cashless Catering

We have made many changes in our practice as a result of consultation with you over the years and, as requested by many families, I am pleased to confirm St Bede's will be introducing cashless catering by July 2022. Biometric finger printing will be introduced at the same time which will allow the following benefits:

- Faster queues at lunch time.
- Ensure the privacy of all students whether entitled to free school meals or otherwise.
- Parents will be able to pay for their child(ren)'s meals electronically.
- Reduce or even stop the likelihood of money being lost, misplaced or possibly stolen.
- Parents will be able to see what their child(ren) are purchasing with their lunch money.
- Reduce the number of students purchasing inappropriate/ unhealthy foods from local shops.

Dependent on how the implementation progresses, it may eventually be possible for the kitchen to open during break times to allow students to purchase healthy snacks.

### What is a Biometric Image?

Biometric systems usually store measurements taken from a person's physical/behavioural characteristics and not images of the characteristics themselves. For example, a fingerprint image is not stored on the system but measurements from the fingerprint. This image is not the same as a fingerprint obtained by the police and could not be used by them for identification of students.

Under the Protection of Freedoms Act 2012, any school wishing to obtain and store biometric information must obtain the express permission of a parent/ carer in order to do so. For you to make an informed decision about whether you wish to give permission you will need to know what we intend to use the information for and how it will be stored.

### What will we use it for?

Over time, the Biometric image will be used to access the following systems;

1. Cashless Catering – enabling students to purchase/ obtain their meals without the need for to carry cash.
2. To allow them to release their printing without needing to log into a printer
3. To speed up borrowing books from the library
4. To update their attendance, if they arrive late, quickly, by identifying the reasons on a screen.

### How will we store it?



The information will be stored on a separate server, used only for Biometric recognition purposes, with access granted only to those who are administering the system. All biometric information held for students, will be deleted

- a) when they leave the college
- b) if you withdraw your permission or
- c) if the student decides they no longer wish their biometric information to be held.

Those students for whom permission has not been received, or the student refuses to have it taken, will be issued with a Personal Identification Number (PIN) to access all of the systems identified above.

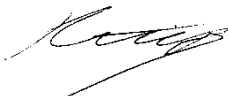
We also plan to install a system whereby students can add money if they wish to purchase the odd drink or snack, in addition to their main meal. This cash will added to their SCOPAY account so that they can use it at lunchtime.

If you have any questions about Biometrics, please contact Mrs Mandy Cheshire on 0117 3773132, or by email on [m.cheshire@stbcc.org](mailto:m.cheshire@stbcc.org). Information about using SCOPAY will be issued shortly.

Please use this link to inform us whether your permission is granted or not. We will start collecting biometric data after Easter. <https://forms.gle/dqhUeFs7NvriusPSA>. Or complete the slip below.

Students currently in Years 11 or 13 will not be able to avail themselves of this opportunity as they will have left college before its implementation.

Yours sincerely



Mr R J King  
Principal

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**Please return to reception**

Name of Student .....

Tutor Group .....

I \*do/ do not give permission for the student above to have their Biometric finger print taken.

Signed.....

\*Delete as appropriate