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**Biometric Information**

Dear Parent,

The Academywould like to use biometric information pertaining to your child as part of an automated recognition system. Under the Protection of Freedoms Act 2012 (sections 26 to 28) the Academy must notify parents and obtain written consent before being able to use a child’s biometric information.

‘Biometric information’relates to a person’s physical or behavioural characteristics that can be used to identify them. The Academy would like to use information from your child’s fingerprint to allow them to purchase food and drink from the canteen. Specifically, the system will take measurements of your child’s fingerprintand convert these measurements into a ‘template’ which is stored on the system.

In order to be able to use your child’s biometric information, the written consent of at least one parent is required, although this will be overridden if the other parent objects. Similarly, if your child objects (in writing) the Academycannot collect or use their biometric information. In both cases, written consent can be granted or withdrawn at any stage.

If you do not wish your child’s biometric information to be processed by the Academy, or your child objects to such processing, the Academy will make alternative arrangements for your child to purchase food and drink from the canteen.

In respect to the above, please sign, date and return the enclosed Consent Form to the Academy’s **Finance Office** by **30th June 2017.**

Please note that when your child leaves the Academy, or if for some other reason they cease using the biometric system, their biometric data will be securely deleted.

Yours sincerely,

Mr. N. Houchen

Principal

**Consent Form**

By completing this form you are consenting to The Eastwood Academy taking and using information pertaining to your child’s fingerprint for the purpose of purchasing food and drink in the canteen. By consenting, you are authorising the Academyto use your child’s biometric information for this purpose until they leave the school or cease to use the system. If you wish to withdraw your consent at any time, this must be done, in writing, and sent to the Academyat the following address:

The Eastwood Academy

Finance Office

Rayleigh Road

Leigh on Sea

SS9 5UU

Alternatively, you may send your consent form via email to [Finance@eastwood.southend.sch.uk](mailto:Finance@eastwood.southend.sch.uk)

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the Academy.

Having read the guidance provided to me by The Eastwood Academy, I give consent to information from the fingerprintof my child being taken and used for the purpose of acquiring food and drink in the canteen.

I understand that at any stage I can withdraw this consent.

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| --- | --- |
| **Name of Child** |  |
| **Name of Parent** |  |
| **Signature** |  |
| **Date** |  |

Please return this form to the **Finance Office** by **30th June 2017.**