



**Kings Langley School**

Unlocking Potential for Life

# Biometric Data

Date Agreed – January 2024

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## Rationale

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community” and to promote a climate which enables all students to flourish, regardless of ability, personal circumstances or special needs, and supports our desired outcomes of developing "strong character".

## Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.



## Overview

Kings Langley School processes Biometric Data as part of an automated biometric recognition system. The biometric systems used within the school are used for students to access cashless catering, printing and the 6th Form student signing in system.

## What is Biometric Data and how do we use it at Kings Langley School

The process for obtaining biometric data is that each student has their fingerprint registered, which is then translated to an Alpha Numeric number; the image is then discarded. When the system is then used by the student pressing their finger on a device, this enters them into the system program and identifies them by a number. The Alpha Numeric number stored cannot be used to recreate an image of the student's fingerprint.

Biometric Data is a type of Sensitive Personal Data. Where Biometric Data relating to pupils is processed, the school ensures that each parent of a child is notified of the school's intention to use the child's Biometric Data and obtains the written consent of at least one parent before the data is taken from the student and used as part of an automated biometric recognition system. The school must not process the Biometric Data of a student under 18 years of age where:

- the child (whether verbally or non-verbally) objects or refuses to participate in the Processing of their Biometric Data;
- no Parent has consented in writing to the processing; or
- a Parent has objected in writing to such processing, even if another Parent has given written consent.

The school must provide reasonable alternative means of accessing services for those pupils who will not be using an automated biometric recognition system. The Trust will comply with any guidance or advice issued by the Department for Education on the use of Biometric Data from time to time.

The school must obtain the explicit Consent of staff, trustees, members or other Data Subjects before processing their Biometric Data.

## Consent

When a student joins the school in Year 7 or as an in year admission the school will request written consent as noted above.

In signing the consent form, you are authorising the school to use your child's biometric information for the above noted purposes 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 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.

Please also view the related policies; Data Protection Policy, Privacy Notice within the New Student Admission Form and the Biometric Consent Form for further information.