



## St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

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Principal: Mr. T. Hutchinson

<http://stedwards.academy>



Dear Parent/Guardian

### CASHLESS CATERING

We are pleased to announce that we introduced a cashless catering system in January 2019 alongside our biometrics partner, Biostore. This system allows us to continue with the development of the school meal service and provides us with a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day. As the facility is biometric (see FAQs), there is no need for pupils to carry a card as the system will recognise the thumb of each pupil at both the in-school pay points and the tills. ParentPay is also a convenient method for parents to monitor their child/children's meal choices.

Any amount of money can be paid into a pupil's account, and any money spent on food and drink will be deducted on a daily basis. We have two payment options available to you: online payments through ParentPay or coin and note payments at the revaluation pay points that are installed in school. All payment options are explained within the FAQs attached.

A daily 'spend limit' of £5 is programmed into the system. No cash is accepted at the tills. Pupils will be given training on how to use the system.

We would like to make it clear that St Edward's Church of England Academy complies at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian is required to read, consent (by completing) the form in the Pupil Information Pack. We also offer an opportunity to 'opt out' for those pupils who, upon consideration, would prefer to use alternative forms of identification. Please note that PIN codes do not have the same level of security and it will be your child/children's responsibility to remember the code and keep it secure at all times.

**FAQs: The below information should answer any questions you may have.**

## IMPORTANT NOTES FOR PARENTS

### **Background to the use of biometrics in school**

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including, for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we record a biometric measurement taken from a thumb, but not a thumb image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

### **Current Legislation – The Protection of Freedoms Act 2012 and The General Data Protection Regulations 2018**

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain which applications use biometrics.
- Receive written permission from a parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form in the Pupil Information Pack. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.