

## NOTIFICATION OF INTENTION TO PROCESS LEARNERS' BIOMETRIC INFORMATION

Derwentside College wishes to obtain a copy of each learners' fingerprint as part of an automated (i.e., electronically operated) recognition system. **This is for the purposes of providing access to support with the cost of meals from our catering facilities in College.** The information from you/your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012, we are required to notify each learner (18+) or parent/carer of a child (Under 18) and obtain written consent from the learner (18+) or one parent/carer (Under 18) before being able to use biometric information for an automated system.

### **Biometric information and how it will be used.**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, in this case from their fingerprint. The college would like to obtain and use information from the learners' fingerprint for the purpose of providing access to our catering facilities.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the learners' fingerprint and convert these measurements into a template to be stored on the system. An actual image of the learners' fingerprint is not stored. The template (i.e., measurements taken from the fingerprint) is what will be used to permit access to services.

You should note that the law places specific requirements on the college when using learners' information for the purposes of an automated biometric recognition system.

For example:

- (a) the college *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the learner, parent or carer (i.e., as stated above)
- (b) the college must ensure that the information is stored securely.
- (c) the college must tell you what it intends to do with the information.
- (d) unless the law allows it, the college cannot disclose personal information to another person/body

### **Providing your consent/objecting**

As stated above, in order to be able to use the learners' biometric information, the written consent of the learner (18+) or at least one parent/carer (Under 18) is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the college cannot collect or use their biometric information for inclusion on the automated recognition system.

You can object to the proposed processing of the biometric information at a later stage or withdraw any consent you have previously given. Therefore, if you give consent but later change your mind, you can withdraw this consent, and this must be given in writing except where the objection or withdrawal of consent is from a child (Under 18). We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The college is also happy to answer any questions you or your child (under 18) may have. If you do not wish your child's biometric information to be processed by the college, or the learner objects to such processing, the law says that we must provide reasonable alternative arrangements for children (Under 18) who are not going to use the automated system to access our catering facilities.

If you wish to apply for support with the cost of meals, you must give consent to the processing of you/your child's biometric information. In order to do this please complete, sign and return the **Application for Financial Assistance along with the required evidence** to [financial.support@derwentside.ac.uk](mailto:financial.support@derwentside.ac.uk) or hand it to the Finance Department in College. The application form is available on the College website under School Leavers and/or Adults/Student Support/Financial Support.

Please note that when you/your child leaves the college, or if for some other reason you/they cease to use the biometric system, their data will be securely deleted.