



Dear Parents/Guardian

At Meden School we have been successfully using biometric identification finger scan technology for cafeteria purchases and in the library since 2010. Biometric identification is one of many systems used within Meden School to provide a more efficient service to students and staff.

The biometric identification systems operated at Meden School uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. The system does not create or store an image of the fingerprint.

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images.

To continue the delivery of these systems and work within updated Governmental directives (Protection of Freedoms Act 2012) every school has to obtain parental consent for the use of student biometric data prior to September 2013. Parental consent is required to take and process biometric data from your child's finger and use this information for the purpose of providing your child with certain services, such as the cashless system used in the canteen. We will not use the biometric information for any purpose other than the in the cafeteria. Meden School will store the biometric information collected securely in compliance with the Data Protection Act 1998. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

In order to be able to use your child's biometric information in this way, parental consent is required. Attached to this letter is a consent form which requires signing and returning to your child's tutor to enable your child to continue to use the library and canteen biometric systems. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

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Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND





# MEDEN

SCHOOL

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Attached to this letter is a frequently asked questions guide for parents/guardians however, if you require further information then please feel free to contact your child's tutor.

Yours faithfully

Mr C Gibbison  
School Leader

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### BIOMETRIC IDENTIFICATION CONSENT FORM

I am aware that Meden School is using biometric finger scan technology in the cafeteria.

- I /We give our consent for my/our child to participate in the scheme.  
 I / We do not want my/our child to participate in the scheme.

Print name of student: \_\_\_\_\_

Tutorial \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_



## Biometrics Frequently Asked Questions

### 1. What is “biometrics”?

Biometrics is a method of recognizing an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person’s lifespan. Surface wear, minimal temporary or permanent scarring and aging may affect but does not alter beyond recognition, the original fingerprint pattern.

### 2. How is a biometric collected?

Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices (such as the device we will be using called an M2-Hamster Plus) create electronic digital “pictures” that are encrypted and stored and then compared to “live” pictures in order to confirm the identity of a person.

### 3. Is biometric technology safe to use?

Any health concerns are actually similar to those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a doorknob). Biometric systems use ordinary computing and video technology that a person typically encounters in their day to day activities. Biometrics requires only the placement of a finger.

### 4. If I provide my biometric (fingerprint), who has access to it and the information associated with it?

The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognize this format. Fingerprints are not transferred to any other systems.

### 5. Can my biometric image be used anywhere other than the School?

No. A fingerprint registered on one system will not be valid for another unique system. Only information stored on the database linked to the biometric scanner used is available when a fingerprint is scanned.

### 6. What if the biometric scanner is stolen?

Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.

### 7. Can someone steal my biometric (fingerprint)?

A fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else’s biometric (fingerprint).