



Westfield Community Technology College

with specialist status in technology
Principal: T Body BA (Hons), MA

23rd May, 2013

Dear Parent/Carer,

Re: Protection of Biometric Information of Children in Schools
(Mandatory response required by 31st May, 2013)

I am writing to inform you that as from 1st September 2013 the law concerning college's right to collect and use biometric fingerprint information has changed.

When your child started at Westfield Community Technology College you opted to NOT object to allowing the college to take biometric fingerprint information from your child – referred to below as implied consent. As from 1st September 2013 **you must provide written consent** for the college to take biometric fingerprint information from your child – referred to below as explicit consent.

How do we use this information?

The biometric fingerprint information that we are referring to above is used by Westfield Community Technology College to provide a cashless catering service in the college. The information that you were provided with when you gave implied consent also referred to a possible use of the system at some time in the future by our college library.

The change in the law

With the change in the law the college is no longer able to use this information from 1st September 2013 without the explicit consent of one or more of the parents of children at the college and for this reason we are required to ask you to provide written explicit consent to our use of the biometric data that we hold for your children.

Where can I find more information?

In order that you are aware of the way that biometric data is collected and used by the college we have posted some of the information that the Department for Education have published on the college website.

The URL for this information is <http://www.westfield.herts.sch.uk/biometric.html>.

How do I give or deny consent?

Attached to this letter is a copy of the consent form that we require you to sign and return by 31st May 2013. This will allow us to plan for the use of the systems by those children whose parents who do not provide consent.

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What if I do not wish to give consent to Westfield's use of my child's biometric data?

If consent is not provided, the college has to provide an alternative way for your child(ren) to use the facilities managed by the biometric data.

In Westfield's case this will be by the provision of "lunch cards" that will have to be swiped through readers instead of using biometric fingerprints.

These cards will have to be purchased and administered by the college and it is our intention to pass these costs on to the families.

In addition to a charge for the initial card there will be a charge for the replacement of a lost or damaged card. It is expected that these costs will not exceed three pounds (£3.00) every time a card is issued and the funds for this will be recovered automatically through the college's cashless catering system.

Whether or not you are giving consent to our using your children's biometric fingerprint data the attached form must be returned to the college by 31st May 2013.

Failure to return the form will result in your child not being able to use the schools biometric systems from 1 September 2013 and you will incur a charge for the issue of a "Lunch card".

Thank you for your cooperation.

Yours sincerely,

T. Body

T. Body
Principal