

# POLICY



**Type of Policy:** MAT Policy to adopted in full across all schools  
LGB Policy to be reviewed and approved locally

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Approval Date: **2023/24 – AUTUMN TERM (TB)**  
Review Date: **2024/25 – AUTUMN TERM**

## SOUTH EAST LONDON CATHOLIC ACADEMY TRUST (SELCAT)

### PROTECTION OF CHILDREN’S BIOMETRIC INFORMATION

#### **Our Vision, Mission & Values**

*To create a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish.  
We will aim for excellence and to become distinctive places of learning and love.*

## 1. Introduction

- This policy may not be relevant to all schools within the Trust, as the number of primary schools that use biometric data is still relatively small. However this policy confirms SELCAT's commitment to protecting information in line with best practice and allows for further innovation in this field within individual schools.

## 2. What is Biometric Data?

- Biometric data means personal data resulting from specific technical processing relating to the physical, physiological or behavioural characteristics of a natural person, which allows or confirms the unique identification of that natural person, such as facial imaging or fingerprints.
- The Information Commissioner considers all biometric information to be sensitive personal data as defined by the GDPR 2018; this means that it must be obtained, used and stored in accordance with that Regulation.
- The Protection of Freedoms Act 2012 includes provisions which relate to the use of biometric data in schools when used as part of any automatic biometric recognition system. These provisions are in addition to the requirements of the GDPR 2018.

## 3. What is an automated biometric recognition system?

- An automated biometric recognition system uses technology which measures an individual's physical or behaviour characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual. For example, some systems allow pupils to 'pay' for their school lunches in a cashless way by scanning their fingerprint.
- Biometric recognition systems can use many kinds of physical or behavioural characteristics such as those listed above.

## 4. What does processing data mean?

- 'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:
  - Recording pupils' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
  - Storing pupils' biometric information on a database system;
  - Using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise pupils.

## **5. Introducing a biometric system**

- Any SELCAT school introducing a biometric system (eg for lunches) will adhere closely to established best practice in this field, including:
  - Communicating clearly with parents/carers if/when a biometric system is being considered, and any changes that are subsequently made; there is no statutory duty to consult with parents/carers, but parents'/carers' views are important and so mechanisms need to be put in place to ensure that they are adequately considered;
  - Providing parents/carers with detailed information about any such system being introduced, so that they are able to make a fully informed decision as to whether or not to give consent for their child/children to use the system and to have their biometric data stored;
  - Making all reasonable efforts to ensure that consent given is genuine;
  - To ensure children without consent to have their biometric data stored are not unfairly disadvantaged and are still able to access all school facilities/activities.

## **6. Protecting Data**

- The Trust's approach to data protection is set out in the Data Protection Policy. Across the Trust we will ensure that personal information is dealt with properly and in accordance with the relevant legislation. This applies to personal information, including biometric data, regardless of the way it is used, recorded and stored, and applies to personal information held in both paper and electronic files.