

## **Biometric Data Policy**

<b>Date Reviewed &amp; Approved:</b>	June 2021
<b>Date of Next Review:</b>	June 2023
<b>Policy Owner:</b>	School Business Manager

If and where Aldworth ('the School') uses pupils' biometric data as part of an automated biometric recognition system (for example, in the library to take out books or in the canteen to purchase meals), we will comply with the requirements of the Protection of Freedoms Act 2012.

Parents/carers will be notified in writing before any biometric recognition system is put in place or before their child first takes part in it. The School will seek written consent from at least one parent or carer before we take any biometric data from their child and first process it. Parents/carers will be provided with a privacy notice explaining how we will use their child's biometric data if a parent/carers has given their consent to use the data.

Parents/carers and pupils have the right to choose not to use the School's biometric system(s). If a biometric system is introduced, we will provide alternative means of accessing the relevant services for those pupils. For example, students will be able to give their name / or be given a PIN number as an alternative.

Parents/carers and pupils can object to participation in a School's biometric system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil's parent(s)/carer(s).

Updated June 2021