

<b>Document Title</b>	<b>MLT Protection of Biometric Information Policy</b>
<b>Author/Owner (Name and Title)</b>	Strategic Director – IT and Management Systems
<b>Version Number</b>	V2
<b>Date Approved</b>	6 <sup>th</sup> November 2023
<b>Approved By</b>	Chief Executive Officer

<b>Policy Category</b>  (Please Indicate)	<b>1</b>	<b>Trust/Academies to use without amendment</b>
	<b>2</b>	Academy specific appendices
	<b>3</b>	Academy personalisation required (in highlighted fields)

**Summary of Changes from Previous Version**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note/Summary of Revisions</b>
V1.1	12/09/22	JHE	Addition of staff consent form as appendices item.

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## MALTBY LEARNING TRUST PROTECTION OF BIOMETRICS POLICY STATEMENT

Maltby Learning Trust is committed to protecting the personal data of all its students and staff; this includes any biometric data we collect and process.

We collect and process biometric data in accordance with relevant legislation and guidance to ensure the data and the rights of individuals are protected. This policy outlines the procedures the Trust follows when collecting and processing biometric data.

## BIOMETRIC INFORMATION AND HOW IT SHOULD BE USED

### LEGAL FRAMEWORK

- This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:
  - Protection of Freedoms Act 2012
  - Data Protection Act 2018
  - General Data Protection Regulation (GDPR)
  - DfE (2022) 'Protection of biometric information of children in schools and colleges'
- This policy operates in conjunction with the following Trust/Academy policies:
  - Data Protection Policy
  - Records Management Policy
  -

### DEFINITIONS

- **Biometric data:** Personal information about an individual's physical or behavioural characteristics that can be used to identify that person, including their fingerprints, facial shape, retina and iris patterns, and hand measurements.
- **Automated biometric recognition system:** A system which measures an individual's physical or behavioural 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.
- **Processing biometric data:** Processing biometric data includes obtaining, recording or holding the data or carrying out any operation on the data including disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:
  - Recording students/staff biometric data, e.g. taking measurements from a fingerprint via a fingerprint scanner.
  - Storing students/staff biometric information on a database.
  - Using students/staff biometric data as part of an electronic process, e.g. by comparing it with biometric information stored on a database to identify or recognise students.

- **Special category data:** Personal data which the GDPR says is more sensitive, and so needs more protection – where biometric data is used for identification purposes, it is considered special category data.

## ROLES AND RESPONSIBILITIES

- The Chief Executive Officer is responsible for:
  - Reviewing this policy on an annual basis.
- The Executive Principal/Principal is responsible for:
  - Ensuring the provisions in this policy are implemented consistently.
- The Data Protection Officer (DPO) is responsible for:
  - Monitoring the Trust/Academy's compliance with data protection legislation in relation to the use of biometric data.
  - Advising on when it is necessary to undertake a data protection impact assessment (DPIA) in relation to the Trust/Academy's biometric system(s).
  - Being the first point of contact for the ICO and for individuals whose data is processed by the Trust/Academy and connected third parties.

## DATA PROTECTION PRINCIPLES

- The Trust/Academy processes all personal data, including biometric data, in accordance with the key principles set out in the GDPR.
- The Trust/Academy ensures biometric data is:
  - Processed lawfully, fairly and in a transparent manner.
  - Only collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
  - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
  - Accurate and, where necessary, kept up-to-date, and that reasonable steps are taken to ensure inaccurate information is rectified or erased.
  - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
  - Processed in a manner that ensures appropriate security of the information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- As the data controller, the Trust is responsible for being able to demonstrate its compliance with the provisions outlined above.

## DATA PROTECTION IMPACT ASSESSMENTS (DPIAS)

- Prior to processing biometric data or implementing a system that involves processing biometric data, a DPIA will be carried out.
- The DPO will oversee and monitor the process of carrying out the DPIA.
- The DPIA will:
  - Describe the nature, scope, context and purposes of the processing.
  - Assess necessity, proportionality and compliance measures.
  - Identify and assess risks to individuals.
  - Identify any additional measures to mitigate those risks.
- When assessing levels of risk, the likelihood and the severity of any impact on individuals will be considered.
- If a high risk is identified that cannot be mitigated, the DPO will consult the ICO before the processing of the biometric data begins.
- The ICO will provide the Trust/Academy with a written response (within 8 weeks or 14 weeks in complex cases) advising whether the risks are acceptable, or whether the Trust/Academy needs to take further action. In some cases, the ICO may advise the Trust/Academy to not carry out the processing.
- The Trust/Academy will adhere to any advice from the ICO.

## PROVIDING YOUR CONSENT/OBJECTING

Please note that the obligation to obtain consent for the processing of biometric information of children under the age of 18 is not imposed by the Data Protection Act 2018 or the GDPR. Instead, the consent requirements for biometric information is imposed by section 26 of the Protection of Freedoms Act 2012.

- Where the Trust/Academy uses students and staff biometric data as part of an automated biometric recognition system (e.g. using students' fingertip image to receive school dinners instead of paying with cash), the Trust/Academy will comply with the requirements of the Protection of Freedoms Act 2012.
- Written consent will be sought from at least one parent/carer of the student before the Trust/Academy collects or uses a student's biometric data.
- The name and contact details of the student's parents/carers will be taken from the Academy's admission register.
- Where the name of only one parent/carer is included on the admissions register, the Principal will consider whether any reasonable steps can or should be taken to ascertain the details of the other parent/carer.
- The Trust/Academy does not need to notify a particular parent/carer or seek their consent if it is satisfied that:

- The parent/carer cannot be found, e.g. their whereabouts or identity is not known.
  - The parent/carer lacks the mental capacity to object or consent.
  - The welfare of the student requires that a particular parent/carer is not contacted, e.g. where a student has been separated from an abusive parent/carer who must not be informed of the student's whereabouts.
  - It is otherwise not reasonably practicable for a particular parent/carer to be notified or for their consent to be obtained.
- Where neither parent/carer of a student can be notified for any of the reasons set out in 6.6, consent will be sought from the following individuals or agencies as appropriate:
    - If a student is being 'looked after' by the LA or is accommodated or maintained by a voluntary organisation, the LA or voluntary organisation will be notified, and their written consent obtained.
    - If the above does not apply, then notification will be sent to all those caring for the student and written consent will be obtained from at least one carer before the student's biometric data can be processed.
- Notification sent to parents/carers and other appropriate individuals or agencies will include information regarding the following:
    - Details about the type of biometric information to be taken.
    - How the data will be used.
    - The parent/carer's and the student's right to refuse or withdraw their consent.
    - The Trust/Academy's duty to provide reasonable alternative arrangements for those students whose information cannot be processed.
- The Trust/Academy will not process the biometric data of a student under the age of 18 in the following circumstances:
    - The student (verbally or non-verbally) objects or refuses to participate in the processing of their biometric data.
    - No parent/carer has consented in writing to the processing.
    - A parent has objected in writing to such processing, even if another parent/carer has given written consent.
- Parents/carers and students can object to participation in the Trust/Academy's biometric system(s) or withdraw their consent at any time. Where this happens, any biometric data relating to the student that has already been captured will be deleted.
- If a student objects or refuses to participate, or to continue to participate, in activities that involve the processing of their biometric data, the Trust will ensure that the student's biometric data is not taken or used as part of a biometric recognition system, irrespective of any consent given by the student's parent(s).
- Where staff members or other adults use the Trust's biometric system(s), consent will be obtained from them before they use the system. (Appendix A)
- Staff and other adults can object to taking part in the Trust's biometric system(s) and can withdraw their consent at any time. Where this happens, any biometric data relating to the individual that has already been captured will be deleted.

- Alternative arrangements will be provided to any individual that does not consent to take part in the Trust's biometric system(s), as outlined below.

## ALTERNATIVE ARRANGEMENTS

- Parents/carers, students, staff members and other relevant adults have the right to not take part in the Trust/Academy's biometric system(s).
- Where an individual objects to taking part in the Trust's biometric system(s), reasonable alternative arrangements will be provided that allow the individual to access the relevant service, e.g. where a biometric system uses a student's fingertip image to pay for school meals, the student will be able to use cash for the transaction instead.
- Alternative arrangements will not put the individual at any disadvantage or create difficulty in accessing the relevant service or result in any additional burden being placed on the individual (and the student's parents/carers, where relevant).

## DATA RETENTION

- Biometric data will be managed and retained in line with the Trust/Academy's Records Management Policy.
- The Trust/Academy will only store and process biometric information for the purpose for which it was originally obtained and consent provided.
- If an individual (or a student's parent/carer, where relevant) withdraws their consent for their/their child's biometric data to be processed, it will be erased from the Trust's system.

## MONITORING AND REVIEW

- The CEO will review this policy on an annual basis.
- The updated policy will be made available to all staff, parents/carers and students on the Trust/Academy website.

Please note that, when your child leaves the school or ceases to use the biometric system, their biometric information will be securely erased in line with the Trust's Records Management Policy.

## FURTHER INFORMATION AND GUIDANCE

This can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guidance on data protection for education establishments:

<https://ico.org.uk/for-organisations/in-your-sector/education/>





## BIOMETRIC CONSENT - STAFF

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The Academy would like to take and use information from your fingertip/facial recognition image and use this for the purpose of providing you with catering facilities. The information will be used as part of an automated biometric recognition system. This system will take measurements of your fingertip/face and convert these measurements into a template for identification. The template is what will be used to permit you to access services within the Academy.

The benefits of using biometrics at the Academy are that we can deliver a more efficient and faster cashless service at lunchtime. Please note that your fingertip/facial image cannot be used by any other source for identification purposes.

You should note that the law places specific requirements on schools/academies when using personal information, for example:

- The Academy cannot use the information for any purpose other than those for which it was originally obtained.
- The Academy must ensure that the information is stored securely.
- The Academy must tell you what it intends to do with the information.

Please note that you can object to the proposed processing of your biometric information at a later stage or withdraw any consent you have previously given. Any consent, withdrawal of consent or objection must be in writing to the Principal.

If you wish to discuss the use of biometrics, please do not hesitate to contact Mr. E. Price, Leader of ICT & Data Protection Manager [eprice@maltbylearningtrust.com](mailto:eprice@maltbylearningtrust.com)

**I consent to The Academy taking and storing my biometric information for use with the catering system.**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_