



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Biometric Policy

Headteacher: P Lawson      Review frequency: Five yearly

Chair of Governors: P Critchley      Date reviewed: January 2021



## Biometric Information

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics including a digital photograph, a fingerprint or a hand shape. As part of our identity management system, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by The Radcliffe School to confirm who is using the service

Our system allows us to use a secure database holding biometric data and it is kept separate from other data. This means that we will store the least amount of data possible. The data that is held cannot be used by any other agency for any other purpose.

## Storage and Security

The Radcliffe School will not use the biometric information for any purpose other than for cashless catering, see Appendix 1. In compliance with the General Data Protection Regulation 2018, The Radcliffe School will store the biometric information collected securely and will not share this information with anyone else and the school will not unlawfully disclose it to any other person.

Schools are required to:

- Inform parents about the use of the biometric systems in The Radcliffe School and explain what applications use biometrics.
- Receive written permission from parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.

Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

## Parental Consent

Parents/Carers are asked to complete a consent form, included in the admission pack they receive when their child joins the school. They are also offered an alternative if they do not wish their child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

When a student leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

## Appendix 1 – Cashless Catering

The Radcliffe School provides a range of meals before school, at breaktime and lunchtime, freshly prepared from within our own kitchens. We cater for many dietary requirements including allergies, and can, within reason, work with individual dietary requests.

We operate a cashless system that allows either students to add money to their account through a cashloader from within school or via Wisepay an online payment system. Students can check their balances from within school on the cashloader machines, or balances can be seen through Wisepay each evening. Details of how to use Wisepay will be issued for September which will include login details and passwords.

Students are registered onto the Cashless Catering system either using Biometric (fingerprint) technology or can be issued a card. Only students that are registered using Biometrics or have a valid card can use the catering facilities. We would recommend students register for Biometrics, rather than using cards, to reduce the risk of lost or forgotten cards.

Free School Meals are loaded automatically onto accounts for eligible students each lunchtime. Details of how to register and check for free school meal eligibility are also enclosed within the pack. We recommend all parents register for the FSM eligibility service, even if you do not want to take up free school meals or believe you are not eligible at this point. Registration is simple and only takes a couple of minutes.

Daily spend limits can be set upon request as well as blocking certain food types, by contacting Mr Campbell, Catering Manager on the main school number.

Menus are published on the school website alongside links for Wisepay and the Free School Meal Eligibility Service.