



Staploe Education Trust

Biometrics Policy

Version:	1.0
Author:	Governance Professional/ICT Systems & Strategy Manager
Approved by:	Infrastructure Committee
Date:	Spring 2025
Review date:	Spring 2028

What is Biometric Data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person. At Soham Village College we use fingerprint mapping.

All biometric data is considered to be special category data under the UK General Data Protection Regulation (UK GDPR). This means the data is more sensitive and requires additional protection as this type of data could create more significant risks to a person's fundamental rights and freedoms.

This policy complies with The Protection of Freedoms Act 2012 (sections 26 to 28), the Data Protection Act 2018 and the UK GDPR.

What is an Automated Biometric Recognition System?

An automated biometric recognition system uses technology 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.

The Legal Requirements under UK GDPR

'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.

As biometric data is special category data, in order to lawfully process this data, the School must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the school rely on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained using the consent included within the student details form completed when students join the school.

The school process biometric data as an aim to make significant improvements to canteen and lunch facilities. This is to ensure efficiency, to do away with the need for swipe cards and cash being used, to safeguard the children.

Consent and Withdrawal of Consent

The school will not process biometric information without the relevant consent.

Consent for pupils

When obtaining consent for pupils, both parents/carers will be notified that the school intend to use and process their child's biometric information. The school only require written consent from one parent (in accordance with the Protection of Freedoms Act 2012), provided no parent objects to the processing.

If a parent/carer objects to the processing, then the school will not be permitted to use that child's biometric data and alternatives will be provided, when a student goes to the canteen they will have to provide their name and possibly provide additional identification.

The child may also object to the processing of their biometric data. If a child objects, the school will not process or continue to process their biometric data, irrespective of whether consent has been provided by the parent(s).

Where there is an objection, the school will provide reasonable alternatives which will allow the child to access the same facilities that they would have had access to had their biometrics been used.

Pupils and parents/carers can also object at a later stage to the use of their child's/their biometric data. Should a parent/carer wish to withdraw their consent, they can do so by writing to the school by emailing the school's Data Manager: SArnold@soham-college.org.uk, requesting that the school no longer use their child's biometric data.

Pupils who wish for the school to stop using their biometric data do not have to put this in writing but should let the Data Manager know.

The consent will last for the time period that your child attends the school (unless it is withdrawn).

Policy Review

This policy will be reviewed every three years, or sooner if required by changes to procedure or guidance.