



TOWNLEY
EST 1937
GRAMMAR SCHOOL

PROTECTION OF BIOMETRIC INFORMATION OF CHILDREN IN SCHOOLS AND COLLEGES

Townley Grammar School does not currently use biometric information but this policy explains the legal duties we have if we ever wish to implement it.

1. 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; this can include their fingerprints, facial shape, retina and iris patterns and hand measurements.

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.

2. 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.

3. 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, Townley Grammar School must have a legal basis for processing personal data and a separate condition for processing special category data.

Townley Grammar School do not currently process any biometric data, but if in the future decide to, Townley Grammar School will rely on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent will be obtained through a consent form that will be shared with all necessary people.

4. Consent and Withdrawal of Consent

Townley Grammar School will not process biometric information without the relevant consent.

4.1 Consent for pupils

When obtaining consent for pupils, both parents will be notified that Townley Grammar School intend to use and process their child's biometric information. Townley Grammar 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 objects to the processing, then Townley Grammar School will not be permitted to use that child's biometric data and alternatives will be provided.

The child may also object to the processing of their biometric data. If a child objects, Townley Grammar 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, Townley Grammar 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 can also object at a later stage to the use of their child's/their biometric data. Should a parent wish to withdraw their consent, they can do so by writing to Townley Grammar School at data@townleygrammar.org.uk requesting that Townley Grammar School no longer use their child's biometric data.

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

The consent will last for the time period that your child attends Townley Grammar School (unless it is withdrawn).

4.2 Consent for staff

Townley Grammar School will seek consent of staff before processing their biometric data. If the staff member objects, Townley Grammar School will not process or continue to process the biometric data and will provide reasonable alternatives. Staff who wish for Townley Grammar School to stop using their biometric data should do so by writing to the Data Analyst.

The consent will last for the time period that the staff member remains employed by Townley Grammar School (unless it is withdrawn).

5. Retention of Biometric Data

Biometric data will be stored by Townley Grammar School for as long as consent is provided (and not withdrawn).

Once a pupil or staff member leaves, the biometric data will be deleted from Townley Grammar School's system no later than 3 working days.

6. Storage of Biometric Data

At the point that consent is withdrawn, Townley Grammar School will take steps to delete their biometric data from the system and no later than 3 working days.

Biometric data will be kept securely and systems will be put in place to prevent any unauthorised or unlawful access/use.

The biometric data is only used for the purposes for which it was obtained and such data will not be unlawfully disclosed to third parties.