



TOWNLEY  
EST 1937  
GRAMMAR SCHOOL

# PROTECTION OF BIOMETRIC INFORMATION OF CHILDREN IN SCHOOLS

## 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.

Schools and academies that use pupils' biometric data must treat the data collected with appropriate care and must comply with the data protection principles as set out in the UK General Data Protection Regulation.

The Information Commissioner considers all biometric information to be personal data as defined by the UK General Data Protection Regulation; this means that it must be obtained, used and stored in accordance with the Regulation.

Personal data used as part of an automated biometric recognition system must also comply with the additional requirements in sections 26 to 28 of the Protection of Freedoms Act 2012.

The Protection of Freedoms Act 2012 includes provisions which relate to the use of biometric data in schools, academies and colleges when used as part of an automated biometric recognition system.

Schools and academies must ensure that the parent/carer of each pupil is informed of the intention to use the pupil's biometric data as part of an automated biometric recognition system.

Parents/carers must be advised that alternative methods to biometric scanning are available for processing identity if required.

The written consent of the parent/carer or the pupil, where the pupil is deemed to have the capacity to consent (i.e. is over the age of 18 and with the capacity to understand their data rights), must be obtained before the data is taken from the pupil and processed within the biometric recognition system. In no circumstances can a pupil's biometric data be processed without written consent.

Schools and academies must not process the biometric data of a pupil where:

- a) the pupil (whether verbally or non-verbally) objects or refuses to participate in the processing of their biometric data;
- b) a parent or pupil has not consented in writing to the processing; or
- c) a parent or pupil has objected in writing to such processing, even if another parent has given written consent.

Schools and academies must provide reasonable alternative means of accessing the services to those pupils who will not be using an automated biometric recognition system.

Please also see the DfE's '[Protection of biometric data of children in schools and colleges - July 2022](#)' for further guidance.

## 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.

An automated biometric recognition system processes data when:

- a) recording pupils' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
- b) storing pupils' biometric information on a database system; or
- c) using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise pupils.

### **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 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](mailto: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 Manager 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 Manager.

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.