



## NEWLAND SCHOOL FOR GIRLS

**Pride**

**Aspire**

**Excellence**

### **NSG Addendum to YHCLT Data Protection Policy**

Draft	October 2020
Approved by LGB	
Review	As required

## **NSG Addendum to YHCLT Trust Data Protection Policy**

### **Biometric recognition systems**

Note that in the context of the Protection of Freedoms Act 2012, a “child” means a person under the age of 18.

Where we use pupils’ biometric data as part of an automated biometric recognition system, for example, pupils use finger prints to receive school dinners instead of paying with cash, we will comply with the requirements of the [Protection of Freedoms Act 2012](#).

Parents will be notified before their child first takes part in it. The school will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.

Parents and pupils have the right to choose not to use the school’s biometric system(s). We will provide alternative means of accessing the relevant services for those pupils. For example, pupils can pay for school dinners by using their student card.

Parents and pupils can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil’s parent(s).

Where staff members or other adults use the school’s biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

### **COVID Amendment: September 2020**

Due to the transmission risk, pupils will no longer use their fingerprint to purchase food but will instead swipe their own card for payment. Should a pupil have forgotten their card, they will provide their number to the cashier.