Changes made to the attached policy (November 2024)

1. The policy has been significantly revised and restructured. This work was completed by the Director of IT Services.

2. Consistency has been imposed so that capital letters and hyphenation are more consistent; bullet point lists have been reformatted.

3. A contents page has been added and updated.

4. Inclusive language has been used. Headmaster has been replaced by Headteacher. Where appropriate, reference has been made to the Executive Headteacher.

5. Language has been updated to reflect the organisation of the Trust Board (rather than the previous Governing Body). It is also designed to reflect the multi-school nature of an academy trust.

The NSB Trust

Biometrics Policy

To be reviewed annually

Contents

1. Defining 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. 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. 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 Trust must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the Trust relies on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained using the Trust's Data Collection and consent form.

The Trust process biometric data with an aim to make significant improvements to our 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.

4. Consent and withdrawal of consent (students)

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

Consent for pupils

When obtaining consent for pupils, both parents will be notified that the Trust intend to use and process their child's biometric information. The Trust 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 the Trust 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, the Trust 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 Trust 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 the Trust at nsb@nsb.northants.sch.uk requesting that the Trust no longer use their child's biometric data.

Pupils who wish for the Trust to stop using their biometric data do not have to put this in writing but should let the Director of Information Services know.

The consent will last for the time period that your child attends the School (unless it is withdrawn).

The biometrics consent statement is within the Data Collection Form sent to parents/carers upon when the student joins the school.

5. Consent and withdrawal of consent (staff)

The Trust will seek consent of staff before processing their biometric data. If the staff member objects, the Trust will not process or continue to process the biometric data and will provide reasonable alternatives. Staff who wish for the Trust to stop using their biometric data should do so by writing to the Director of Information Services.

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

6. Retention of Biometric data

Biometric data will be stored by the Trust for as long as consent is provided (and not withdrawn).

Once a pupil [or staff member] leaves, their biometric data will be deleted from the Trust's system no later than 72 hours following their departure.

7. Storage of biometric data

At the point that consent is withdrawn, the Trust will take steps to delete their biometric data from the system and no later than 72 hours following their departure.

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.