

# **Manchester Communication Academy**

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## **Biometric System**



with you, for you, about you.

This document has been approved for operation within	Manchester Communication Academy Establishment
Date of last review	September 2019
Date of next review	August 2021
Review Period	Every two years
Date of Trustee Approval	
Status	Approved
Person Responsible for Policy	Andrew Woolley
Owner	Manchester Communication Academy
Signature of Approval	

Review Date	Changes Made	By Whom
10/09/2019	<ul style="list-style-type: none"> <li>• Policy created</li> </ul>	Andrew Woolley

## Biometric Recognition Systems

Where we use pupils' biometric data as part of an automated biometric recognition system (for example, pupils use fingerprints to receive Trust dinners instead of paying with cash or registering attendance), we will comply with the requirements of the Protection of Freedoms Act 2012.

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The Trust 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/carers and pupils have the right to choose not to use the Trust's biometric system(s). We will provide alternative means of accessing the relevant services for those pupils. For example, pupils can pay for Trust dinners in cash at each transaction if they wish.

Parents/carers 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)/carer(s).

Where staff members or other adults use the Trust'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 Trust will delete any relevant data already captured.