

# Protection of Biometric Data Policy

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## Document Change History

<b>Date:</b>	<b>Version:</b>	<b>Description of Changes:</b>
10/22	2.0	Re-written with updates and to include 'Storage and data retention' and 'Security and breaches'.
09/23	2.1	Reviewed and no changes required.

## Mission Statement

*“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”*

## Values and Principles

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust.

## Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## Purpose

The Skills for Life Trust is committed to protecting the personal data of all its pupils and staff; this includes any biometric data we collect and process.

We collect and process biometric data in accordance with relevant legislation and guidance to ensure the data and the rights of individuals are protected. We will treat the data collected with appropriate care.

This policy outlines the procedure the Trust follows when collecting and processing biometric data.

# 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - [Protection of Freedoms Act 2012](#)
  - [Data Protection Act 2018](#)
  - [The UK General Data Protection Regulation \(UK GDPR\)](#)
  - [DfE \(2022\) 'Protection of biometric information of children in schools and colleges'](#)
  - [DfE \(2018\) 'Data protection: a toolkit for schools'](#)
- 1.2. This policy operates in conjunction with the following Trust policies:
  - Data Protection Policy
  - Records Management Policy
  - Data Security Policy

# 2. Definitions

- 2.1. **Biometric data** is personal information, resulting from specific technical processing, about an individual's physical or behavioural characteristics that can be used to identify that person, including their fingerprints, facial shape, retina and iris patterns, and hand measurements. All biometric data is personal data.
- 2.2. An **automated biometric recognition system** is a system 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. Biometric recognition systems can use many kinds of physical or behavioural characteristics, such as those listed above.
- 2.3. **Processing biometric data** includes obtaining, recording or holding the data or carrying out any operation on the data including disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:
  - Recording pupils' biometric data, e.g. taking measurements from a fingerprint via a fingerprint scanner
  - Storing pupils' biometric information on a database
  - Using pupils' biometric data as part of an electronic process, e.g. by comparing it with biometric information stored on a database to identify or recognise pupils

- 2.4. **Special category data** is personal data which the UK GDPR says is more sensitive, and so needs more protection. Where biometric data is used for identification purposes, e.g. through keystroke analysis, it is considered special category data.

### 3. How we use Biometric Data

- 3.1. Fingerprint information is processed as part of an automated biometric recognition system at Walderslade Girls' School enabling pupils and staff to purchase food and drink via a cashless catering system.
- 3.2. No other Skills for Life Trust school processes biometric data.

### 4. Roles and responsibilities

- 4.1. The Trust Board is responsible for reviewing this policy on an annual basis.
- 4.2. Headteachers and the Trust IT Manager are responsible for ensuring the provisions in this policy are implemented consistently.
- 4.3. The DPO is responsible for:
- Monitoring the Trust's compliance with data protection legislation in relation to the use of biometric data
  - Identifying the additional risks associated with using automated biometric technology by conducting a data protection impact assessment (DPIA).
  - Being the first point of contact for the ICO and for individuals whose data is processed by the Trust and connected third parties

### 5. Data protection principles

- 5.1. The Trust processes all personal data, including biometric data, in accordance with the key principles set out in the UK GDPR. The Trust ensures biometric data is:
- Processed lawfully, fairly and in a transparent manner
  - Only collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes
  - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

- Accurate and, where necessary, kept up-to-date, and that reasonable steps are taken to ensure inaccurate information is rectified or erased.
  - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
  - Processed in a manner that ensures appropriate security of the information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- 5.2. As the data controller, the Trust is responsible for being able to demonstrate its compliance with the provisions outlined above.

## 6. Data protection impact assessments (DPIAs)

- 6.1. Prior to processing biometric data or implementing a system that involves processing biometric data, a DPIA will be carried out. The DPO will oversee and monitor the process of carrying out the DPIA.
- 6.2. The DPIA will:
- Describe the nature, scope, context and purposes of the processing
  - Assess necessity, proportionality and compliance measures
  - Identify and assess risks to individuals
  - Identify any additional measures to mitigate those risks
  - Be reviewed frequently and kept updated
- 6.3. When assessing levels of risk, the likelihood and the severity of any impact on individuals will be considered. If a high risk is identified that cannot be mitigated, the DPO will consult the ICO before the processing of the biometric data begins.
- 6.4. The ICO will provide the Trust with a written response (within eight weeks or 14 weeks in complex cases) advising whether the risks are acceptable, or whether the Trust needs to take further action. In some cases, the ICO may advise the Trust to not carry out the processing. The Trust will adhere to any advice from the ICO.

## 7. Notification and consent

- 7.1. The obligation to obtain consent for the processing of biometric information of children under the age of 18 is not imposed by the Data Protection Act 2018 or the UK GDPR.

Instead, the consent requirements for biometric information are imposed by section 26 of the Protection of Freedoms Act 2012.

- 7.2. Where the Trust uses pupils' biometric data as part of an automated biometric recognition system (e.g. using pupils' fingerprints to receive Trust dinners instead of paying with cash), the Trust will comply with the requirements of the Protection of Freedoms Act 2012.
- 7.3. Prior to any biometric recognition system being put in place or processing pupils' biometric data, the Trust will collect parents' consent via our management information system (MIS).
- 7.4. The name and contact details of pupils' parents will be taken from the Trust's admission register. Where the name of only one parent is included on the admissions register, the headteacher will consider whether any reasonable steps can or should be taken to ascertain the details of the other parent.
- 7.5. The Trust does not need to notify a particular parent or seek their consent if it is satisfied that:
  - The parent cannot be found, e.g. their whereabouts or identity is not known.
  - The parent lacks the mental capacity to object or consent.
  - The welfare of the pupil requires that a particular parent is not contacted, e.g. where a pupil has been separated from an abusive parent who must not be informed of the pupil's whereabouts.
  - It is otherwise not reasonably practicable for a particular parent to be notified or for their consent to be obtained.
- 7.6. Where neither parent of a pupil can be notified for any of the reasons set out above, consent will be sought from the following individuals or agencies as appropriate:
  - If a pupil is being 'looked after' by the LA or is accommodated or maintained by a voluntary organisation, the LA or voluntary organisation will be notified and their written consent obtained.
  - If the above does not apply, then notification will be sent to all those caring for the pupil and written consent will be obtained from at least one carer before the pupil's biometric data can be processed.
- 7.7. Notification sent to parents and other appropriate individuals or agencies will include information regarding the following:
  - Details about the type of biometric information to be taken
  - How the data will be used

- How the data will be stored
  - The parent's and the pupil's right to refuse or withdraw their consent
  - The Trust's duty to provide reasonable alternative arrangements for those pupils whose information cannot be processed
- 7.8. The Trust will not process the biometric data of a pupil under the age of 18 in the following circumstances:
- The pupil (verbally or non-verbally) objects or refuses to participate in the processing of their biometric data
  - No parent or carer has consented in writing to the processing
  - A parent has objected in writing to such processing, even if another parent has given written consent
- 7.9. Parents and pupils will be made aware that they can object to participation in the Trust's biometric systems or withdraw their consent at any time, and that if they do this, the Trust will provide them with an alternative method of accessing the relevant services. Pupils will be informed that they can object or refuse to allow their biometric data to be collected. The steps taken by the Trust to inform pupils will take account of their age and level of understanding. Parents will also be informed of their child's right to object and will be encouraged to discuss this with their child.
- 7.10. Where a pupil or their parents object, any biometric data relating to the pupil that has already been captured will be deleted. If a pupil objects or refuses to participate, or to continue to participate, in activities that involve the processing of their biometric data, the Trust will ensure that the pupil's biometric data is not taken or used as part of a biometric recognition system, irrespective of any consent given by the pupil's parent.
- 7.11. Where staff members or other adults use the Trust's biometric systems, consent will be obtained from them before they use the system. Staff and other adults can object to taking part in the Trust's biometric systems and can withdraw their consent at any time. Where this happens, any biometric data relating to the individual that has already been captured will be deleted.
- 7.12. Alternative arrangements will be provided to any individual that does not consent to take part in the Trust's biometric systems, in line with the [Alternative arrangements](#) section of this policy.

## 8. Alternative arrangements

- 8.1. Parents, pupils, staff members and other relevant adults have the right to not take part in



the Trust's biometric systems.

- 8.2. Where an individual objects to taking part in the Trust's biometric systems, reasonable alternative arrangements will be provided that allow the individual to access the relevant service, e.g. where a biometric system uses pupil's fingerprints to pay for school meals, alternative arrangements will be made.
- 8.3. Alternative arrangements will not put the individual at any disadvantage or create difficulty in accessing the relevant service, or result in any additional burden being placed on the individual (and the pupil's parents, where relevant).

## **9. Storage and data retention**

- 9.1. Biometric data will be managed and retained in line with the Trust's Records Management Policy.
- 9.2. The Trust will only store and process biometric information for the purpose for which it was originally obtained and consent provides.
- 9.3. If an individual, including a pupil's parent, where relevant, withdraws their consent for their or their child's biometric data to be processed, it will be erased from the Trust's system.

## **10. Security and breaches**

- 10.1. The outcome of the DPIA will be used to identify the security measures that will be put in place to protect any unlawful and/or unauthorised access to the biometric data stored by the Trust.
- 10.2. These security measures and the process that will be followed if there is a breach to the Trust's biometric systems are outlined in the Trust's Data Security Policy.

## **11. Monitoring and review**

- 11.1. The Trust Board will review this policy on an annual basis.
- 11.2. The next scheduled review date for this policy is October 2023.
- 11.3. Any changes made to this policy will be communicated to all staff, parents and pupils.