



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

Biometric Systems

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Policy 20-21

## Approval History

Approved by:	Date of Approval	Version Approved	Comments

## Revision History

Revision Date	Previous Revision Date	REV	Summary of Changes	Changes Marked	Owner / Editor
10/20			Policy created		

Next Review Date	August 2021
Last Review Date	September 2019
Review Cycle	Every two years

## 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.

