

Orchard Community Primary School



Policy for the protection of biometric information of children in school

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed  Chair of Governors

Version	Date	Author	Reason for Change
0.1	3/2021	FS	New Policy
0.2	1/2024	FS	Reviewed

Review Frequency	Next Review Date
Every 3 years	1/2027

Statement of Intent

Orchard Primary School is committed to protecting the personal data of all its pupils and staff.

At this current time, we do not collect or process any biometric data of any individuals in our school.

Definitions

Biometric data: Personal information 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.

Automated biometric recognition system: 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.

Processing biometric data: 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.

Special category data: Personal data which the GDPR says is more sensitive, and so needs more protection – where biometric data is used for identification purposes, it is considered special category data.

Monitoring and review

The governing board will review this policy on an annual basis. Any changes made to this policy will be communicated to all staff, parents and pupils.