



Statement of Intent

Andrews' Endowed C E Primary School is committed to protecting the personal data of all its pupils and staff.

At present this school does not collect or use biometric data. However if used biometric data would be collected and processed in accordance with relevant legislation and guidance to ensure the data and the rights of individuals are protected. This policy outlines the procedure the school will follow when collecting and processing biometric data.

The school collects and uses personal information (referred to in the UK General Data Protection Regulation (UK GDPR) as personal data) about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is the Data Controller, of the personal data that it collects and receives for these purposes.

The school has a Data Protection Officer, who may be contacted at adminoffice@andrewsendowed.hants.sch.uk or on 01420 830940.

Definitions

Biometric data is 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 measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically'. 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 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.



Roles and responsibilities

Before implementing any use of biometric data, the school will carry out the following:

- Conduct a data protection impact assessment (DPIA) for any new system
- Request information from the provider of that system, on their own compliance with General Data Protection Regulations
- Send a 'notification of intent' to all parents/carers to advise them of the data to be collected, the uses to which it will be put and the protections in place
- Ensure that all parents/carers receive and sign a Consent Form before data is collected from the pupil

The school Data Protection Officer will monitor compliance with legislation.

The Governing Body will review the Use of Biometric in School policy on an annual basis and update as necessary. The policy will be shared on the school website.

Control Box

Version	1	Date/Effective from	Summer 2021
Author	Clare Allen	Review Date	Summer 2022
		Responsibility	Governing Body

Associated Policies, Documents, Agencies:
