

# Privacy Notice (Biometrics for Pupils and Staff)



This privacy notice explains how we collect, store and use biometric data in school.

## 1. Biometric Data

We are implementing a new cashless system to pay for food in school, which is based on a biometric recognition system. We will record a biometric measurement taken from a finger, but not a fingerprint image.

The information is stored in a highly secure database and will only be used by the school to allow pupils and staff to access funds at the till to pay for their food choices in school.

We will use a company, Biostore, to record the biometric measurement, but the information will be stored on our own database and no-one else will have access to it. The school will not share this information with others.

When you leave the school, or if for some other reason you choose to stop using the biometric system, your biometric data will be permanently deleted.

## 2. Consent

We will not take or use your biometric data unless you give your consent. If you change your mind you can withdraw your consent at any time by emailing Pupil Services.

If you would prefer not to use biometric measurements taken from your finger for any reason, we will provide an alternative form of identification.

## 3. Data Controller and Data Protection Officer

The Kingston Academy, Richmond Road, Kingston upon Thames, Surrey KT2 5PE is the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Zara Gallagher (see 'Contact us' below).

## 4. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern or complaint about the way we are collecting or using pupil data, you should raise your concern with us in the first instance. To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Online at: <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 5. Contact Us

If you would like to discuss anything in this privacy notice, please contact: Mrs Zara Gallagher, Data Protection Officer 020 8465 6200 or email: [dataprotection@thekingstonacademy.org](mailto:dataprotection@thekingstonacademy.org)