

# Campion School's Biometric Fingerprint System

At Campion there is a biometric fingerprint system in use in the Refectory, which requires electronic pupil fingerprints to be taken. In line with the Protection of Freedoms Act 2012, all schools are now required to ask for **signed permission** from all parents or carers **before** taking electronic pupil fingerprints for use in the school's refectory. We would like to assure parents that the school will:

- Ensure the information is stored securely, as per the General Data Protection Act (GDPR)
- Use the information only in the school's biometric fingerprinting system in the refectories
- Not disclose the information stored to another person/body
- Delete all biometric pupil records when a student leaves the school.

Would you please read the information below regarding the Cashless Catering System. If you agree to your child being electronically fingerprinted for use in the school's biometric system, would you please confirm this in the relevant section of the online admissions form. If you have concerns about the system, please contact Mr S Bolsover, Deputy Headteacher, on 01926 743227.

## Cashless Catering System

Campion School operates a cashless system through the use of a biometric, or fingerprint, recognition system to pay for food and drink in its refectories. The advantages of this system are:

- It speeds up the catering service at the till
- It prevents the misuse of another student's money
- It ensures students can still obtain food even if they forget or lose their money
- Increased efficiency helps the school to keep prices as low as possible.

### **Q. How does the system work and where does my child register?**

A. The system will be operated by your child placing their finger on the top up machine or the till pad to top up their account and pay for food in the refectory. The system works by scanning your child's fingerprint and creating a digital signature which is unique to your child. **The fingerprint image used for this is never stored - the system does not hold a copy of your child's fingerprint and images of fingerprints cannot be reproduced from the system or transferred to any other agency.** Your child will be registered by the school's catering manager on their first day at school and when they leave their details will be deleted.

### **Q. How does my child put money on their account?**

A. Payment may be made via Parent Pay over the internet or by cash.

**Parent Pay** – please login to [www.campion.warwickshire.sch.uk](http://www.campion.warwickshire.sch.uk) and press the *Parentpay* tab for further instructions

**Cash** – your child can top up their card with coins/notes on a daily basis. Any money not spent on one day will automatically be carried over to the next day. The re-valuer machines can be used to check the balance remaining on the card at any time. Your child will be shown where the re-valuer machines are located on their first day.

### **Q. My child is entitled to a free school meal, how do they pay for their lunch?**

A. The money for your child's meal will automatically be added to their account in time for break so they will not stand out from the crowd. They must spend the money on that day – it cannot be carried over to the following day. If you wish, you can add money to their account by any of the ways noted above – this money will be carried over.

### **Q. Can I find out what my child is spending their money on?**

A. Yes, you can. If you contact the school's catering manager, Sarah Lewin, via the school, she will happily arrange for a printout, detailing all of your child's purchases, to be sent to you.

Your school's catering service is provided by **Educaters**. For general information you can contact them on: **Educaters 01926 743434 / [contactus@educaterers.co.uk](mailto:contactus@educaterers.co.uk)** or visit the website at [www.educaterers.co.uk](http://www.educaterers.co.uk)

*Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form.*

*You should notify us of your intent to change or withdraw your permission by contacting Stacey Reeson, Data Manager, 01926 743221, or you can email the school on [update@campion.warwickshire.sch.uk](mailto:update@campion.warwickshire.sch.uk) (you will receive an email confirmation in response to your request)*