



# THE WREN

NURTURE · CHALLENGE · INSPIRE

## Biometric Policy

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## 1. Purpose

This policy sets out how The Wren uses biometric data, the safeguards in place, and the rights of students, families, and staff. The school is committed to protecting the privacy and security of biometric information in line with applicable laws and guidance.

## 2. Definition of Biometric Data

For the purpose of this policy, *biometric data* refers to information about a person's physical or behavioural characteristics that can be used to identify them. This may include fingerprint recognition systems used for:

- Cashless catering
- Library access
- Secure printing or access control

The school will not use biometric data for any other purpose without prior consultation with, and consent from families of The Wren.

## 3. Legal Framework

This policy is informed by:

- Protection of Freedoms Act 2012
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Department for Education guidance:  
<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

## 4. Obtaining Consent

- The school **must obtain written consent** from at least one adult with parental responsibility before processing a student's biometric data.
- Students have the right to object to the use of their biometric data, regardless of family consent. If a student objects, the school will provide an alternative method of accessing services.
- Consent can be withdrawn at any time in writing by the adult with parental responsibility or student.

## 5. Use of Biometric Data

- Biometric data will only be used for the stated purpose(s).
- Alternative arrangements will always be available (e.g., photo) for those who do not consent.
- Biometric data will not be shared with third parties except where required by law.

## 6. Storage and Security

- Biometric data is stored securely in an encrypted format.
- Data will be retained only for as long as the student remains at the school or until consent is withdrawn, whichever comes first.
- Data will be permanently deleted when it is no longer required.

## 7. Rights of Students and Families

- Students and their families have the right to request access to information held about them.
- They may request that biometric data is deleted at any time.
- Alternative access arrangements will be offered promptly if consent is not given or is withdrawn.

## 8. Staff Use of Biometric Data

- Where biometric systems are used for staff (e.g., access control), the same principles of consent, security, and data protection apply.

## 9. Policy Review

This policy will be reviewed annually by the School Business Manager or sooner if changes in legislation or technology require it. Updates will be communicated to families, students, and staff.