

# Freegrounds Junior School

## Biometric Data policy



Date of last review: November 2020

Date of next review: November 2021

Date approved:

Approved by: Full Governing Body

Signed:

### **Principles**

We do not currently use or hold children or staff biometric data. If we start to do this, then we will comply with the requirements of the Protection of Freedoms Act 2012.

### **Practice**

Parents/guardians will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least one parent or guardian before we take any biometric data from their child and first process it.

Parents/guardians will have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those students/pupils.

Parents/guardians and students/pupils can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a student/pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the student's/pupil's parent(s)/guardian(s).

Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

### **CCTV**

We use CCTV in various locations around the school site to ensure the schools remain safe. We will adhere to the ICO's code of practice for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible.

Any enquiries about the CCTV system should be directed to the Headteacher.