

21<sup>st</sup> September 2016

Dear Parents,

**Re: Biometric Technology Opt-in**

Our new cashless system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day thus reducing the risk of bullying. It is also biometric (see FAQ's) as the system will recognise the thumb of your child at the tills.

The new system is supplied by Nationwide Retail Systems Ltd and we require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the attached form. If you choose not to have your child registered on the Biometric System, a 4 digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

I hope that the attached information should answer any questions you may have but, if this is not the case, a parent's information session is to be held on at Mayfield on Wednesday 21st September at 3.15pm when the new cashless system will be introduced and any further questions answered. There will be a representative from Nationwide Retail Systems at this meeting.

Yours sincerely,

Mr A. Tite,  
School Business Manager

**CASHLESS CATERING BIOMETRIC OPT-IN FORM**

**PUPIL NAME:**

**TUTOR GROUP:**

Could you please therefore complete and sign the form below ***and return to your child's tutor by Thursday 29<sup>th</sup> September.***

I give my consent for my child's biometric information to be stored and used by the school's Cashless Catering system.

Signed:

Date:

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## **Frequently Asked Questions**

### **Q How secure is this biometric system?**

A The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. We do not hold images of fingerprints in our system.

The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under the data protection act the school or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the solution we supply. Any biometric data that belongs to an individual that leaves the school is purged which also is in line with the BECTA guidelines.

### **Q Where can I find more advice about the use of biometric systems in school?**

A The latest government advice is available online at <http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems->

### **Q How does cashless catering work?**

A All students and staff will be given training on how to use the system. Any amount of money can be paid into a pupil's account via Parentpay, and any money spent on food & drink will be deducted on a daily basis. A daily 'spend limit' of £5 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to Mrs Manns, Finance Officer, on [Manns@mayfield.portsmouth.sch.uk](mailto:Manns@mayfield.portsmouth.sch.uk)

### **Q How do 'free school meal' entitlements work?**

A All free meal entitlements will be entered on to the system prior to the 'live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Pupils with FSM entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

### **Q Can anyone else use my child's account?**

A No – due to the extensive security on biometric templates, no-one will be able to access your child's account. As a secondary precaution, a photo image is allocated to each pupil (at the schools discretion). If your child is using a 4 digit PIN code, which someone obtains and attempts to use, the photograph shown at the EPOS Terminal will alert the operator of a fraudulent sale.

### **Q My child has an allergy. Will this be monitored through the Cashless System?**

A Yes – all allergy records registered with the school will be entered on to the Cashless System. When pupils attempt to purchase an item, which contains ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

**Q Can I dictate my child's dietary requirements?**

A The system will allow you to register any items that your child cannot consume due to dietary needs or religious reasons. Any such items must be confirmed in writing by the parent/guardian, and addressed to Mrs Manns, Finance Manager, on [Manns@mayfield.portsmouth.sch.uk](mailto:Manns@mayfield.portsmouth.sch.uk)

**Q Can I request a printed report of my child's meal intake?**

A Yes – the Cashless Catering Solution allows numerous reporting facilities, including dietary habits. These may be requested by contacting Mrs Manns, Finance Manager, on [Manns@mayfield.portsmouth.sch.uk](mailto:Manns@mayfield.portsmouth.sch.uk)