



15 March 2024

Dear Parent/Carer

Biometric System

I am writing to provide you with additional information about the new systems that we are introducing with our new catering company Harrison's.

As you are aware, we are adding a new biometric facial recognition system to the existing biometric fingerprint that we have been using since 2013. Naturally, there have been some concerns raised about this and I am writing to reassure you and explain our rationale for taking this step.

As part of our due diligence, we have contacted the Information Commissioners Office (ICO) for advice on this. The ICO were happy with us proceeding with the implementation of this technology due to the benefits it will bring to the school, the fact that we are asking for explicit consent and the fact that we are offering a reasonable alternative where consent is not given (use of ID cards). We have also completed a Data Protection Impact Assessment (DPIA) which we will make available to parents/carers on request.

The benefits of the new biometric system include the following:

- Efficiency of service delivery and lower waiting times for students
- Fewer contact points and greater hygiene levels
- Fraud prevention
- Improved user experience
- Enhanced security and safety
- Greater reliability
- Resilience in meeting high volume requirements

All biometric data will be held on an encrypted server on our school site and access to this is restricted solely to Tolworth Girls' School & Sixth Form (TGS) administrators. There is no access to this data by any third-party, this includes our new catering company Harrison's.

As we launch the new biometric system, we would like to ensure that we have up-to-date data. We realise that not all parents/carers have access to the Arbor app and would therefore ask all parents/carers to complete this Microsoft form by clicking [here](#) and indicating your preference to one of the three consent options:

- a. I consent to the use of my child using both biometric facial recognition and fingerprint recognition.
- b. I consent to my child using biometric fingerprint recognition but **do not consent** to the use of facial recognition.
- c. I do not consent to my child using biometric recognition of any kind.

Once again, thank you to all of our parents/carers who have already given their permission and please contact our Director of Data & Systems, Mr M Perry, if you have further concerns.

Yours faithfully

Mr M Perry
Director of Data & Systems