March 2021

Dear Parent or Carer,

**Biometric Dining Room and Door Access Systems**

In recent academic years, Ivanhoe has introduced the use of biometrics initally for our cashless dining room systems and more recently we the use of the technology for door access control. This technology has been used successfully by many schools and as a leadership team we are convinced that this is the right way forward for Ivanhoe. Introduction of a biometric dining room system has significantly improved the services we are able to offer students and staff, with benefits including:

* Reduction in queuing time for dining room purchases for our students
* Reduction in administration time and cost dealing with lost or forgotten cards for both students and staff
* Improved security for student balances
* Interface with online payment portals

Introduction of the technology for door access control has been a new step in Ivanhoe’s use of the technology & there are future options to extend use of the system to help students with other areas of school such as print solutions, library records and so on. I must stress that Ivanhoe complies at all times with the GDPR and with the guidance given by the Information Commissioner’s Office regarding the use of biometric data. Fingerprint images are not stored by the system but instead, a set of measured finger coordinates are translated into a string of numbers and encrypted. The data held cannot be used to recreate a fingerprint image, nor could it be used in a forensic investigation.

With consideration of the challenges of managing Covid in school, over the last 12 months we have suspended use of this technology, but with our robust cleaning regimes & regular use of sanitisers throughout the day for all students & staff in school, we would like to re-introduce use of biometrics where parents are in agreement and we are confident we can use the technology safely. Where parents are not keen to give permission a card can be issued – the card will be issued by school in the first instance, and there will be a modest charge of £2 for any replacements required.

When our new year 7 students attend Ivanhoe for the first time, we plan to complete the biometric registration process for those whose parents are in agreement with biometric registration in readiness for the new academic year. On our enclosed data collection sheet, one section asks that you provide permission in order for Ivanhoe to complete this process (please note this permission can be withdrawn at any time). If there are any concerns regarding these systems, in particular regarding use of biometrics, our website has details of commonly asked questions and answers to provide more information. If you would like more information or the chance to discuss this further, please feel free to contact Karen Westwood, Assistant Business Manager in the first instance – k.westwood@ivanhoe.co.uk.

Thank you for your support with this initiative at Ivanhoe.

Yours faithfully,

Alison Allford

Headteacher