



Backworth Park Primary School

Biometric Policy

Date policy last reviewed:	September 2025
Approved by Headteacher:	Yes
Approved by Governors:	n/a
Date of next review:	September 2026

The duties on schools and colleges in the Protection of Freedoms Act 2012 set out in this policy came into effect from 1 September 2013. There are no circumstances in which a school or college can lawfully process a pupil's biometric data without having notified each parent of a child and received the necessary consent

What legislation does this advice relate to?

The Protection of Freedoms Act 2012

The Data Protection Act 1998

What is Biometric Data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.

Key Points:

- **Currently, Backworth Park Primary School does not use biometric data.** If the school begins to use biometric data, all data will be collected with appropriate care and will comply with the data protection principles as set out in the Data Protection Act 1998.
- Where the data is used as part of an automated biometric recognition system, we will ensure that each parent of a child is notified of the school's intention to use the child's biometric data as part of an automated biometric recognition system.
- The written consent of at least one parent will be obtained before the data is taken from the child to be used. In no circumstances will a child's biometric data be processed without written consent.
- We will not process the biometric data of a pupil (under 18 years of age) where: a) the child (whether verbally or non-verbally) objects or refuses to participate in the processing of their biometric data; b) no parent has consented in writing to the processing; or c) a parent has objected in writing to such processing, even if another parent has given written consent.
- We will provide reasonable alternative means of accessing services for those pupils who will not be using an automated biometric recognition system.