



# NOTTINGHAM GIRLS' ACADEMY

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29 June 2016

Dear Parent/Carer

**Re: Biometric Data**

I am writing to advise you that we intend to install a Cashless Catering system with fingertip identification.

In order to use the system, students simply place their fingertip on a scanner to make a payment for their food. The light on the biometric reader is used solely to illuminate the fingertip of the student or staff member and the scanning device then effectively takes a capture. Most of the data is discarded and only a limited number (approx 120) of random points on the fingerprint are retained. These are not stored as images but are converted using a mathematical process to convert the image data to what is essentially a string of random numbers. I must emphasise that the system does not record fingertips.

The information collected will be used solely for school purposes and held on the school system only. This technology is very secure and is commonly used within secondary schools across the UK.

The Academy will be using a secure on-line payment system where your child's Cashless Catering account will be available to accept payments. The account can be topped up using a debit or credit card and the balance and items consumed can be viewed at any time. Should you not have access to the internet, cash can still be used via 'top up' machines installed at the Academy. However, we strongly recommend that you use the on-line payment system which is safe and secure. Further details to follow.

We believe this is an important step forward for the Academy. Parents can top up their daughter's account for the purchase of food and drinks and, perhaps most importantly, no cash is involved so it cannot be lost or spent on other things. Parents will have the option to set a daily spend limit on their child's account. Reports can be viewed online by parents, allowing them to keep track of how much has been spent and on what. Lunch time queuing will also be reduced.

Legislation came into effect in September 2013 which requires permission for us to use this technology. We would be grateful if one parent/carers could sign the attached consent form and return it to the Academy by **Friday 1 July 2016**.

If you require any further information, please email [admin@nottinghamgirlsacademy.org](mailto:admin@nottinghamgirlsacademy.org) or telephone 0115 7483410.

Yours faithfully

**Mr P Holyk**  
**Principal**