



**Hartshill Academy**

The best in everyone™

Part of United Learning

## **Biometric Information and Consent**

### **Introduction**

Hartshill Academy wishes to use information about your child as part of an automated recognition system for canteen services. Under the Protection of Freedoms Act 2012, we must notify parents/carers and obtain consent before using biometric information.

### **Biometric Information and Its Use**

Biometric information refers to physical or behavioural characteristics used to identify an individual, such as fingerprints. The Academy will take fingerprint measurements and convert them into a secure template—no fingerprint images are stored. These templates allow access to canteen services.

### **Legal Requirements**

The law requires that biometric information must only be used for its stated purpose, stored securely, disclosed only when permitted, and handled transparently. The only external organisation we may share data with is Cunninghams Cashless Systems for system support.

### **ParentPay & Cashless Catering**

Hartshill Academy uses Arbor Payments for online payments for items such as dinner money and trips. Activation details for new Year 6 Pupils will be sent on the first day they attend Hartshill Academy. (All new starters are provided a meal free of charge on their first day to allow parents time to set up their account). Advantages include efficient service, reduced queues, anonymity for free meal Pupils, and the option to block certain foods for dietary needs.

### **Free School Meals**

Pupils entitled to free meals will have their allowance automatically added daily. They may use it for break, lunch, or can be spent across both.

### **Consent/Objections/Withdrawal**

At least one parent/carer must provide consent for biometric processing. This will initially be requested via Transition Forms; however, once parents have access to our Arbor app, they will also be required to confirm consent within the app. Consent can be withdrawn at any time. Should you wish to withdraw consent, please do so in writing to [enquiries@hartshillacademy.org.uk](mailto:enquiries@hartshillacademy.org.uk). If the other parent/carer or the child objects, biometric data cannot be used. Written communication is required for objections. Alternative arrangements will be provided for Pupils who do not use the biometric system.

### **Data Deletion**

When a Pupil leaves the Academy or stops using the biometric system, their biometric data will be securely deleted.

**Next Review: Summer 2026**

**Owner: Business Manager**