

Biometric Information Policy



Approved:	November 2023
Review date:	November 2026
Responsible Officer:	Chief Corporate Services Officer

Trust Ethos, Mission, Vision and Values



The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Deputy Chief Executive Officer, Chief Finance Officer, Chief Operating Officer, Chief Corporate Services Officer, Chief People Officer and Director of Teaching & Learning.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Service Directors within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

Related Policies and Procedures

- Data Protection Policy
- Freedom of Information Policy
- Health, Safety and Security Policy
- ICT Acceptable Use Policy
- Code of Conduct
- Safeguarding Policy
- Social Media Policy
- Privacy Notices
- Publication Scheme
- Records Management – Retention & Destruction Policy

1. Policy Statement

- 1.1. This policy applies to all biometric data, biometric measurements and organisational records held by Archway Learning Trust. It encompasses electronic records, data held on computers and associated systems and equipment, of whatever type and at whatever location, used by or on behalf of the Trust.
- 1.2. Biometric information refers to a person's physical characteristics that can be used to identify them such as fingerprints. Archway Learning Trust will process biometric measurements taken from the finger though this results in a biometric measurement being stored and will not result in the processing of an actual fingerprint image.
- 1.3. Any other uses of biometric information will be covered in this policy where the Trust processes such information in future.
- 1.4. The Trust is committed to being open and transparent about how it collects and uses the biometric data of staff, students, parents and visitors and to fulfilling its obligations defined in law.
- 1.5. The obligations outlined in this policy apply to all those who have access, or have had access to biometric data irrespective of whether they are employees, volunteers, employees of associated organisations or temporary staff.

2. Scope and Principles

- 2.1. The Trust processes biometric data in accordance with the principles of data protection defined in Articles 5, 6 and Article 9 of the UK GDPR 2016. The Academy will store all biometric information collected securely in compliance with the UK GDPR, The Data Protection Act 2018 as well as The Protection of Freedoms Act 2012. The Academy will not unlawfully disclose it to any other person.
- 2.2. The Trust will inform individuals of the reasons for processing their biometric data, how it uses such data and seek students and their families' consent for processing as defined within privacy notices.

3. Data Protection Officer

- 3.1. We are required to appoint a Data Protection Officer ("DPO") for Archway Learning Trust. Our DPO can be contacted at DPO@archwaytrust.co.uk.
- 3.2. The DPO is responsible for ensuring compliance with data protection legislation and this policy. For any queries about the operation of this policy or if concerned that the policy has not been followed, such queries should be referred in the first instance to the DPO.

4. Conditions of processing

- 4.1. Archway Learning Trust may process biometric data as defined in Article 9 of the UK GDPR 2016, the processing of all such data will be lawful as the individual will have given consent specific to the particular type of processing activity, and that consent will be explicit, unambiguous and freely given.
- 4.2. When biometric data is processed an additional legal justification will apply to that processing by way of Article 9 UK GDPR. Due to the increased sensitivity in processing biometric data we will only process such data where we have identified a relevant substantial public interest condition as per Schedule 1, Part 2 of The Data Protection Act 2018.

- 4.3 For all pupils under the age of 18 years old we will seek consent from an individual with parental responsibility for that pupil.
- 4.4 There are strict legal requirements involved in obtaining a valid consent form. A consent form is required for any processing of biometric data of a data subject for which we will fulfil the principles of transparency to ensure compliance and will:
- Inform the data subject of the intended processing of their personal data in the form of a privacy statement.
 - Seek positive “opt in” consent to confirm that they consent – The Trust will not ask data subjects to opt out or provide pre-filled tick boxes.
 - Inform the data subject of how they can withdraw their consent and who to contact.
- 4.8 Consent must be freely given and as such the Trust will endeavour to separate consent from other terms and conditions. Biometric data processing will not generally be a precondition of signing up to a service or to receive goods and we will provide an alternative form of identification where consent has not been provided.
- 4.9 A record must always be kept of any consent, including how it was obtained and when. Evidence of consent will be securely retained to manage current consent and manage requests.

5. Individual Rights

- 5.1 As a data subject, individuals have a number of rights in relation to their personal data which includes biometric data. They can request that the Trust:
- Provide the requestor with access to the data subject’s biometric information; Access to biometric data will not provide an actual fingerprint as this is not held, the biometric information is held in the form of a string of numbers which is used as the identifier for student and staff users of the cashless catering system;
 - Stop processing or delete data that is no longer necessary for the purposes of processing or if the processing is unlawful;
 - Stop processing data for a period if data is inaccurate or if there is a dispute about whether or not the individual’s interests override the organisation’s legitimate grounds for processing data.
- 5.2 The Trust will usually deal with such requests without charge however a fee may be requested where a request is considered to be manifestly unfounded or excessive. Alternatively, we may refuse to respond if considered to be manifestly unfounded or unreasonable and the Trust will inform the requestor why this is considered to be the case.
- 5.3 A fee may also be requested in relation to repeat requests for copies of the same information. In these circumstances a reasonable fee will be charged taking into account the administrative costs of providing the information.

6. Security

- 6.1 The Trust will take reasonable steps to ensure that members of staff will only have access to biometric data where it is necessary for them to carry out their duties. All staff will be made aware of this policy and their duties under the UK GDPR. The Trust will take all reasonable steps to ensure that all biometric information is held securely and is not accessible to unauthorised persons.

6.2 Biometric data gathered for staff and students is stored in a highly secure database controlled by the Academy and will be used only to confirm who is using the relevant systems. The Trust retains a record of its processing activities for staff and students in accordance with the requirements of the UK GDPR 20126.

6.3 We rely on third party providers for the provision of cashless catering systems however the biometric information will be stored on our own internal database and access is not available to any third parties.

6.4 Where data subjects leave the Academy or where they withdraw consent for the processing of their biometric data, their biometric data will be permanently deleted.

7. International Data transfers

7.1 The Trust will not transfer biometric data to countries outside the European Economic Area (EEA).

8. Policy Review

8.1 The ALT Biometric Information Policy is scheduled for review every three years. Where changes or updates to our processing of biometric information are implemented before this date we will endeavour to review and update before this time.

9. Contact

9.1 If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

9.2 If you would like to discuss anything in this privacy notice, please contact: Michelle Walshe, Data Protection Officer: DPO@archwaytrust.co.uk