

**Camden School for Girls**  
**Sandall Road**  
**London**  
**NW5 2DB**



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2017

Dear Parent/ Carer

As part of our commitment to safeguarding our students, Camden School for Girls operates a biometric gate entry system using finger/thumb image.

The biometric system does not store these images. When a finger or thumb is scanned for the first time, the system creates a unique algorithm from the scanned points. This data is then encrypted and serves no purpose other than identification by the external door system within the school. The encrypted data cannot be accessed by any person within the school or by any outside third party. When a student leaves the school, all associated personal and biometric data is removed and deleted.

Following the successful introduction of the gate entry system the school has also introduced a biometric, cashless catering system for school meals and biometric security facilities to other school facilities such as library book loans.

ParentPay's unique web application allows parents/carers to make secure online payments for all school charges, for example, school lunches, trips, extra-curricular lessons and enrichments, thus eliminating the need for children to carry money whilst at school.

Under current legislation, schools must obtain consent for the processing of this data. We are also required to seek permission for your child to be photographed occasionally and photographs may appear on our website and school publications. Finally, we need your permission for your child to attend day trips to various places of interest and enrichment. I would therefore be grateful if you would fill in the reply slip below giving your consent for:

- your child's biometric data to be taken
- photographs of your child being taken
- your child to attend trips and activities off site

You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if you could explain this to your child.

If you or your child objects to such processing, she will be able to use the intercom buzzer system to gain entry to the school at times when the gate is closed and a paypoint card can be issued for school meals.

Yours faithfully



**Elizabeth Kitcatt**  
Headteacher

*Reply Slip:*

Name of Student: \_\_\_\_\_

**Biometric system**

I give permission  x

I do not give permission  x

For the above named student's biometric data to be processed for use with both the entry system and cashless system at Camden School for Girls

**Photographs**

I give permission  x

I do not give permission  x

For the above named student to have her photograph taken.

Signature of parent/carer: \_\_\_\_\_

**School visits/trips**

I give permission  x

I do not give permission  x



Signature of parent/carer \_\_\_\_\_

Date: \_\_\_\_\_