Policy for Protection of Biometric Data
Dry Sandford Primary School

Leading Lifelong Learning; Creating Caring Communities

Policy Name:	Protection of Biometric Data Policy	Statutory No
Policy Date:	February 2024 Review Date: 2025	
Review Frequency:	Annually	
Policy approved by:	Signed Headteacher: *KFriday* Chair of Governing Body:	
To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on our school website.		

Our Vision Statement
Leading Lifelong Learning: Creating Caring Communities

At our school, children are at the heart of everything we do, we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us. We aim to be a school where everyone:

- Is respected and respects others
- Takes part in the life of the school and gives back to the wider community
- Achieves their potential
- Develops skills essential to lifelong learning
- Use our personal power to make positive choices
- Celebrates cultural diversity
- We have four key values of kindness, determination, creativity and respect which we foster and celebrate through our curriculum, assemblies and community events.

Definitions: Biometric data: Personal information about an individual's physical or behavioural characteristics that can be used to identify that person, including their fingerprints, facial shape, retina and iris patterns, and hand measurements.

Automated biometric recognition system: A system which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual.

Processing biometric data: Processing biometric data includes obtaining, recording, or holding the data or carrying out any operation on the data including disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- Recording pupils' biometric data, e.g., taking measurements from a fingerprint via a
- fingerprint scanner.
- Storing pupils' biometric information on a database.
- Using pupils' biometric data as part of an electronic process, e.g., by comparing it with
- biometric information stored on a database to identify or recognise pupils.

Special category data: Personal data which the GDPR says is more sensitive, and so needs more protection – where biometric data is used for identification purposes, it is considered special category data.

Statement of Intent

Dry Sandford Primary School is committed to protecting the personal data of all its pupils and staff.

We do not collect or process any biometric data of any individuals in our school.