



Llywodraeth Cymru
Welsh Government

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Protection of your biometric information in schools and colleges

A children and young people's guide to the law





Introduction

Technology like computers, phones, screens and even robots like me, can be great for everyone. They can often help do things faster and easier. They can even help with getting information and storing it.

Technology is used for many different things including taking and storing information. Some information is called biometric information.

Example:

Some schools might use a fingerprint system for registration, borrowing library books or for paying for your dinner.

What is biometric information?

This is information about a person that helps to identify them from other people.

Biometric information can include:

- fingerprints
- face shape
- retina or iris in the eye
- hand measurements.

Identify means to know who someone is and recognise them.





The biometric technology

Did you know?

Machines called biometric systems don't take a picture of your fingerprints or face. Instead, they look at information like fingerprints and turn them into numbers. These numbers are different for every person and that's how the machine knows who you are.

Some schools and colleges have special equipment installed to help them take and use biometric information.

Biometric information is very important and there are laws to make sure it is taken and stored safely.

These laws are:

Protection of Freedoms Act 2012

The Data Protection Act 1998





Protection of Freedoms Act 2012

What it means for you

1. The school or college must get permission to take and use YOUR biometric information.

Schools and colleges must let both your parents know, if they can, what biometric information they want to take and how they will use it.

They may do this when you start school or college, or when they need to.

Schools and colleges should tell you and your parents that you have a right to say 'no'.

Your biometric information cannot be taken or used without written permission from a parent.

If you and your parents all agree, then the school or college only needs written permission from one parent.

What if both my parents can't be asked?

Everyone's family is different. There are times when the school or college will only be able to contact one parent, and times where neither can be asked.

For example when:

- one parent can't be found
- a parent is not able to give permission because of mental illness
- someone has been separated from their parents to keep them safe.

If someone does not live with their parents then the school can write to the person caring for them and get permission.

This could be:

- another family member
- the local authority or voluntary organisation that cares for you.

2. You can say 'no'!

If you don't want your biometric information to be taken then the school or college must not take it, even if your parents have given permission.

What if they don't listen to me?

Then you can get parents, friends or someone you trust like a teacher or youth worker to be your advocate, someone on your side who'll speak up for you.

Schools and colleges should let you know that you have the right to say 'no'!

3. There are other ways!

If you or your parents do not want to have your biometric information taken and used, then the school or college has to find another way of knowing and recognising you when needed.

Do schools and colleges have to get parental consent every year?

No – written permission only needs to be given once. It only stops if your parents change their minds and write to the school or college to tell them, if you change your mind, or if you leave the school or college.





The Data Protection Act 1998

What it means for you

1. Biometric information has to be looked after properly and there are rules in place to make sure this happens.

Schools and colleges must keep all information safe and secure so that only they can use it.

Schools and colleges have to destroy your biometric information:

- when you leave school or college
- if your parents change their minds
- if you do not want your information used.

Schools and colleges also have to make sure the information is only used inside their school or college and not given out to anyone else unless the law tells them that they can do this.

What if one parent disagrees with the other?

If one parent objects or says 'no' then the school or college will not be allowed to take and use your biometric information.





What do *YOU* know?

Schools and colleges need to get permission to use **YOUR** biometric information.

✓ True ✗ False ! Don't know

Schools and colleges need to ask both your parents, if they can, for written permission.

✓ True ✗ False ! Don't know

You have a right to say 'no' if you want to.

✓ True ✗ False ! Don't know

Schools can store information however they think best.

✓ True ✗ False ! Don't know

I already knew about biometric information.

✓ True ✗ False ! Don't know

Schools or colleges have to destroy your information after you leave or if you change your mind.

✓ True ✗ False ! Don't know

Schools and colleges have to find another way of knowing and identifying you if you do not want them to use your biometric information.

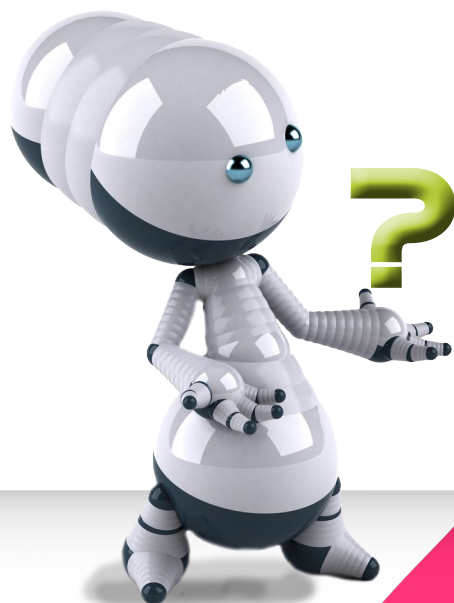
✓ True ✗ False ! Don't know

I already knew about the Protection of Freedoms Act 2012.

✓ True ✗ False ! Don't know

I already knew about the Data Protection Act 1998.

✓ True ✗ False ! Don't know





What do YOU think?

Does your school use biometric information?

✓ Yes ✗ No ! Don't know

If they do what do they use it for?

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Do you think using biometric information is a good idea?

✓ Yes ✗ No ! Don't know

Why?

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What changes would you like to see?

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***Thanks for
reading this!***

Send your answers to:

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