

## **Impact Biometrics Cashless Payment System**

### **Frequently Asked Questions**

#### **What is a Cashless System?**

The system allows individuals to buy snacks and meals within the school, without having to use cash at the time of purchase. The system recognises each individual pupil, holds individual cash balances, records cash spent and cash received, and records where money is spent, on what food, on any specific date and time of day.

#### **How are pupils recognised by the system?**

The system uses a digital signature based on an individual's fingerprint to identify each person. Each pupil will have their fingerprint scanned and registered and this is turned into a unique digital signature, which is encrypted and stored. The original fingerprint image is then discarded. When a finger is subsequently scanned the system matches the fingerprint with the unique digital signature held in the database.

#### **How is this data stored?**

Biometric data is stored in a secure database. It is held as a short numeric code and does not include fingerprint images. The data is of no use to any third party and cannot be used to recreate a fingerprint image.

#### **Why do you need my consent?**

We need your consent to comply with the Data Protection Act 2012 and provisions of the Protection of Freedoms Act 2012 (which comes into force in September 2013).

#### **Who needs to give consent?**

We will ask each parent if they wish to give written consent to allow us to use your child's biometric information. We only need one parent to give written consent to allow this information to be used.

#### **What happens if I object?**

If either parent objects they must do so in writing. This objection overrides any consent given. Therefore if one parent consents and another objects we will be unable to take and use your child's biometric data.

Your child can object to this data being used at any time, and can do this verbally rather than in writing.

#### **What if I change my mind?**

You can object to the proposed processing of your child's biometric information at a later stage or withdraw consent you have previously given. Please note that any consent, withdrawal of consent or refusal from a parent **must** be in writing.

#### **How is this then used to obtain a school meal?**

The Pupil simply places their finger on a scanner at the point of sale; a display will show the server the pupil's name, class and current cash balance held within the system. The selected food items will be entered into the system, while the amount spent and the new cash balance will show on the display.

#### **How is money entered into the system?**

- (a) By online debit or credit card payments
- (b) By debit or credit card payments at the school main office
- (c) By cash (notes and coins) into an automatic cash revaluation terminal located in the school which is set to accept £20 - £10 - £ 5 Notes and £2 - £1 - 50p - 20p - 10p coins. (1p – 2p – 5p coins, cannot be used)

**How does the revaluation station work?**

Firstly the pupil places their finger on the scanner mounted on the Revaluation Station and the system then displays the pupils name and current cash balance held within the system. Notes or coins are then inserted into the slot. Each incremental cash balance will show on the display.

**How will the pupil be able to check what the current cash balance is held in the system at any one time?**

- (a) By using the revaluation station. They place their finger on the scanner display and the current cash balance is automatically shown.
- (b) Also a Remote Display at the point of sale will show the new cash balance when the food service is finished.

**If we pay for a set number of school meals, can it be spent in one day?**

No, a daily spend limit can be set for all pupils and no food above that limit can be bought. On request, an individual pupil limit of your choice can also be set.

**What about pupils entitled to a 'free school meal'?**

The system works exactly the same for all pupils whether they pay or have a free school meal. All pupils have their own account to use in exactly the same way. The amount allocated for the free school meal will be entered into the system automatically every day. There will be no more queuing to be issued a 'free meal' ticket as is the current situation if your child has lost or forgotten their card.

**Will we be able to have any information on how the system is being used?**

Reports can be obtained from the system giving comprehensive information on all aspects of use for each individual pupil as well as each day's service. These reports can be for a specific day or between any dates you wish, they will be dated and timed to the minute, and can be obtained from the main school office.

- (a) To show every item of food served and the total cost of each serving.
- (b) Online payments made.
- (c) Each payment made by cash at the revaluation station by the pupil and if required, even the number of individual coins and the denomination.
- (d) A total overview to show the date, time and location with cost of each purchase value of all manual cheque or cash payments, value of all cash deposited in the revaluation station and current cash balance

**Is the biometric data securely held?**

The fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Certain other data will also be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the data protection act and only used by parties directly involved with the operation of the system. When you child leaves school all data can be deleted from this system very easily.

**I am not comfortable with my child's fingerprint being used. What alternative arrangements can be made?**

The use of the finger scanner is purely voluntary and those parents not wanting their child to be included in the biometric registration will receive a pin number for their child to instead.