

Statement for schools who do not process biometric data

In most circumstances, it is statutory for schools to have a [Protection of Biometric Data Policy](#).

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

Where biometric data is used for identification purposes, it is considered special category data, e.g. keystroke analysis.

If a school does not process biometric data, it is the headteacher's responsibility to consult with the school's legal advisors and decide whether a policy should be established for the protection of biometric information of children. This template statement can be used by schools who do not process biometric data to confirm that this type of data is not processed. Once amended to suit your school's circumstances, you can publish the statement on your school's website to ensure all relevant stakeholders (e.g. staff, parents and pupils) understand that your school does not process biometric data.

Statement about the processing of biometric data

This statement confirms that, at The Mary Bassett Lower School, we do not store or process any form of biometric data, such as fingerprints or retina scans.

The governing board and data protection officer (DPO) will review this statement on at least an annual basis. The next scheduled review date for this statement is July 2024.

If the school does decide to store or process biometric data, a policy will be implemented for the processing of such data, which would be made available on the school website. Any changes made to the school's position on the processing of biometric data will be clearly communicated to all staff, parents and pupils.

If you have any questions about this statement, please contact the DPO by contacting the school office.