School Name
**S4 – S6
Facial recognition consent form**

A new pupil identification method for catering within our secondary schools is being introduced – Facial Recognition. This is a safe, secure, and contactless method of identification and will be used for authenticating **all** Secondary School pupils that require access to school meals and /or snack, including those eligible for free school meals. Parental consent is required for pupils in S1 -S3. This form is for pupils in S4 – S6 only.

# **Frequently Asked Questions**

### **Why are you using facial recognition?**

Facial recognition converts physical characteristics into a unique digital signature that can be used to locate your cashless catering account quickly and securely. This helps speed up service and removes the requirement to carry cash or an alternative method of access, such as a card that can be lost or stolen.

Additionally, in light of the COVID pandemic, the process eliminates the need to physically touch equipment, making the purchase of school meals completely contactless and safe.

### **How does it work?**

When you look at the camera, the software reads key features (distance between facial features) and compares this against the database of registered users. When it finds a match it automatically opens their cashless catering account allowing the operator to complete the sale of their school meals.

### **Can these facial registrations be used by any other agency?**

No, the software turns your physical characteristics into an encrypted (using AES 256) string of characters known as a template.

### **What happens when I leave the School?**

When a student leaves school all data will be deleted in line with the Council Records Management procedures.

###### **I don’t want to participate with facial recognition, can I still purchase school meals?**

Yes, an alternative method of authentication will be available. The option available is a PIN.

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

If you initially opt-in to use facial recognition but later change your mind, contact the school and we will remove the permission from the system which will automatically remove any biometric data associated with you and provide you with an alternative method of authentication.

# Facial Recognition opt-in form

*Please complete this form and return to <school to insert return location here>.*

I **do** wish to grant consent to participate in the use of facial recognition systems within the school.

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| --- | --- |
| Name of Pupil |  |
| Year Group |  |
| Registration Class |  |
| Signature of Pupil if S4 – S6 |  |