

**ParentPay**

ParentPay is our online payment service. We accept payments online for items such as school trips, revision guides and uniform (not school photographs or for bus fare/passes). This also the method used to pay for school dinners. Using a secure website called ParentPay you are able to pay online using a credit or debit card.

**ParentPay is our preferred method of making payments to school.**
ParentPay is easy to use and offers you the freedom to make online payments whenever and wherever you like - 24/7.

The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.

Payments can be made by credit/debit card or also through PayPoint.

Full payment histories and statements are available to you, securely online, at any time

Your children won’t have to worry about losing money at school.

How to get started with ParentPay: On your child’s first day in September we will send you your account activation username and password. Once you receive these:

Visit [**http://www.parentpay.com**](http://www.parentpay.com)

Enter your Activation username and password in the Account Login section of the

homepage. NB. For first time use only, you will choose your own username and password for future access during the activation process.

Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and

reminders.

Once activation is complete you can go to straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.
For more information please go to:

[**https://www.parentpay.com/PR1/Info/PP\_Parents.aspx**](https://www.parentpay.com/PR1/Info/PP_Parents.aspx)

**Notification of intention to process student Biometric Information with parents’/carers’ authority**

St Francis of Assisi Catholic Technology College wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of **cashless** **catering**.

Students do not need cash to pay for lunches and snacks.

This cashless catering system runs through our ParentPay system and allows online payments to be made to individual student’s accounts.

Explanatory notes are shown below.

If you give consent to the processing of your child’s biometric information, please detach, sign, date and return the consent form that can be found on page 21 of this booklet, to the school as soon as possible.

**Biometric System Information**

This cashless catering system runs through our ParentPay system and allows online

payments to be made to individual student’s accounts.

The ParentPay system means that students are recognised at the tills in the Dining Hall by means of a scan of their finger. The advantage of this system is that there is no need for students to carry cash (or account cards) around school to get lost (or broken).

Students will be required to register by providing an image of their fingerprint; **please note that fingerprint images are not stored within the system and cannot be used by any other source for any other identification purposes**. The fingerprint image is digitalised to create a unique identification code for your child only to access catering services.

Your child is the only person who will be able access the money you pay into his/her account.

To find out more about these providers and how their systems work you can visit their websites: [www.parentpay.com](http://www.parentpay.com) and [www.cunninghams.co.uk](http://www.cunninghams.co.uk)

**Important Information -** The information from your child that we wish to use is referred to as ‘biometric information’ (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child’s biometric information for such an automated system.

**Biometric information and how it will be used -** *Biometric information* is information about a person’s physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use

information from your child’s fingerprint and use this information for the purpose of

enabling your child to access catering services.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child’s fingerprint and convert these measurements into a template to be stored on the system. **An image of your child’s fingerprint is not stored.** The template (i.e. measurements taking from your child’s fingerprint is what will be used to permit your child to access catering services*.*

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an

automated biometric recognition system.

For example:

1. the school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. catering services);

1. The school must ensure that the information is stored securely;
2. The school must tell you what it intends to do with the information;
3. Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cunningham’s who the suppliers of the biometric

catering system are. This is necessary in order to add your child to the system.

**Providing your consent/objecting -** As stated above, in order to be able to use your child’s biometric information, the written consent of at least one parent is required.

However, consent given by one parent will be overridden if the other parent objects in

writing to the use of their child’s biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the

automated recognition system.

You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can

object to this if they wish.

The school is happy to answer any questions you or your child may have. If you do not wish your child’s biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative

arrangements for children who are not going to use the automated system to access school catering services.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.