

Ref: AHL/SBN/TKS/Parents/99

**20<sup>th</sup> June 2016**

Dear Parent/Carer

We are pleased to announce that Outwood Academy Foxhills is installing a cashless catering system in July 2016. The new system will allow us to continue with the development of the school meal service, and will provide us with a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day thus reducing the risk of bullying. It is also biometric (see FAQ's) so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

We will commence operating the system on **6<sup>th</sup> September 2016** and as such no cash will be accepted at the till points after this date.

**The new system is currently being implemented in readiness and as such, the attached form needs to be filled in and returned before Friday 9<sup>th</sup> July 2016. This will allow student registering to occur on time and progress the new system.**

Any amount of money can be paid into a student's account, and any money spent on food & drink will be deducted on a daily basis.

We have two payment options available to you – online payments and coin and note payments at the revaluation pay-points. Please note that as from Friday 22<sup>nd</sup> July 2016 you will not be able to pay monies onto your current **SQUID** account and any monies remaining will be transferred over to the new system. Details of how to pay online will be sent out in due course.

A daily 'spend limit' of £4 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school finance office.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the attached form. If you choose not to have your child registered on the Biometric System a 4 digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Yours faithfully



Angela Hull  
**Principal**

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)  
Registered office: Potovens Lane Outwood Wakefield West Yorkshire WF1 2PF  
Outwood Grange Academies Trust is a Registered Charity VAT number 722 0149 78

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## PLEASE RETURN TO SCHOOL

As the 'Live Date' for the new Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd is imminent, we require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is **an algorithm and not the actual finger print**.

If you choose not to have your child registered the school will provide alternative methods of identification such as **4 digit PIN code**. The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation with regards to this matter.

Could you please therefore complete and sign the below and return this form to **Mr Stephen Boyington, via reception** by no later than **Friday 9<sup>th</sup> July 2016** for the implementation to take place on Monday 11<sup>th</sup> July 2016.

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I have read and fully understood the information attached regarding the new cashless system and agree to store my child's relevant information in the algorithm as specified and will not be stored as an actual fingerprint.

Name of student .....

Parent/Carer Signature .....

Date .....

**N.B Please return full document to store on your child's school file.**

Below is an example of a template code for an individual finger.

0X417741414142514141414445415141414151415341414D415A41414141414174  
774541414C714777346C5869656D6C574945494A764A6B42466D6837616C4E764  
D704F517874517A706A4A395A31784935686C4177395366726E777645576357386  
C4573314B426F47443166694170675559704C763168423642682A7043

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. **We do not hold images of fingerprints in our system.**

# Parent's Pack

## Biometric Systems

*Privacy statement.*

NRS is registered as a data processor under the Data Protection Act (DPA) and operate at all times under the DPA Guidelines.

Schools' data will remain their responsibility and they remain fully in control of accessing, managing and updating all student data within the system. Schools and the local authority are operating as Data Controllers under the DPA. All NRS Staff that may have administrator access to schools data for support purposes are Criminal Records Bureau (CRB) checked.

Information collected to implement a Cashless Catering system is outlined below.

Essential information collected		Optional information may be requested
Admissions Number	Gender	Photographs
Surname	Date of Birth	Ethnicity
Forename	Year	School House Group
Form	FSM Allowance	UPN

Nationwide Retail Systems Ltd does not sell, distribute or lease your personal information to third parties.

You may request details on personal information which we hold about you under the Data Protection Act 1998.

NRS removes all data from servers one week after the Cashless System has gone live within the school.

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the address below.

### **Nationwide Retail System Limited**

Whaley Road

Barugh Green

Barnsley

S75 1HT

01226 732 200

[support@nrsltd.com](mailto:support@nrsltd.com)

The individual templates are encrypted using a 256 bit AES key that is built into the scanners hardware. Also the persisted file is encrypted using a different 256 bit AES key built into the matching algorithm supplied by Secugen and generated by a unique license purchased for each site. This is more secure than the ANSI and ISO standards that government department's use as the Secugen Template is encrypted and the ANSI and ISO standards are not. The template data is useless and cannot be interpreted back into a usable fingerprint image. If this was not the case then there would be no world standards and performance measures for such technologies. The data is stored in an array in the RAM of the Biometric Controller and is also permanently stored on the hard drive of the Bio Controller to be restored in the event of a reboot.

Below is an example of a template code for an individual finger.

```
0X417741414142514141414445415141414151415341414D415A41414141414174  
774541414C714777346C5869656D6C574945494A764A6B42466D6837616C4E764  
D704F517874517A706A4A395A31784935686C4177395366726E777645576357386  
C4573314B426F47443166694170675559704C763168423642682A7043
```

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. **We do not hold images of fingerprints in our system.**

The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under the data protection act the school or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the solution we supply. Any biometric data that belongs to an individual that leaves the school is purged which also is in line with the BECTA guidelines.

**Q How do 'free meal' entitlements work?**

**A** All free meal entitlements will be entered on to the system prior to the 'live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Students with FSM entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

**Q Can anyone else use my child's account?**

**A** No – due to the extensive security on biometric templates, no-one will be able to access your child's account. As a secondary precaution, a photo image is allocated to each student (**at the schools discretion**). If your child is using a 4 digit PIN code, which someone obtains and attempts to use, the photograph shown at the EPOS Terminal will alert the operator of a fraudulent sale.

**Q My child has an allergy. Will this be monitored through the Cashless System?**

**A** Yes – all allergy records registered with the school will be entered on to the Cashless System. When students attempt to purchase an item, which contains ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

**Q Can I dictate my child's dietary requirements?**

**A** The system will allow you to register any items that your child cannot consume due to dietary needs or religious reasons. Any such items must be confirmed in writing by the parent/carer, and addressed to **Mr Stephen Boyington**.

**Q Can I request a printed report of my child's meal intake?**

**A** Yes – the Cashless Catering Solution allows numerous reporting facilities, including dietary habits. These may be requested by contacting **Reception**.

## Benefits of the Trust-e Cashless Catering System

- Increased speed of service reducing queuing times
- Increased uptake on Free School Meals
- Anonymity on Free School Meals, reducing bullying
- Facility to pay online
- No need to carry cash preventing loss/theft
- Automatic alerts to stop students purchasing allergy trigger items
- Students learn about important lifestyle control by monitoring their own accounts
- Reporting facilities help decrease wastage and improve the overall efficiency of the meal service