

## **Collaborative Education Trust Privacy Notice – Biometric Information**

### **Why we need your information**

We collect, use and store personal information to enable students and staff to access our cashless catering system.

We will use your personal information for the purposes outlined above and always in line with our responsibilities, where there is a lawful basis and your rights under UK Data Protection law. We will process personal information :

- for the purpose for which you provided the information
- to enable us to provide the services you need or are entitled to
- where you have given your consent for us to do so

### **Types of information processed**

We process information relating to the above purpose(s) which includes student's/staff name and student's registration group:

We also process some types of what is referred to as special categories of information:

- biometric data – information from a fingerprint. The system will take measurements of a fingerprint and convert these into a template to be stored on the system. An image of the fingerprint is not stored.

### **Who information is processed about**

The categories of individuals who we process information about for the specified purpose(s) include:

- students
- staff
- persons contracted to provide a service

### **Who information may be shared with**

We do not share this information other than with the supplier of our cashless catering system for maintenance and support purposes.

### **How long we will keep your information**

We will not keep your information any longer than needed. The information we collect, use and stored for the described activity/service is deleted once the service is no longer required. Information will always be securely disposed of.

### **Consent**

We have collected consent to process information from fingerprints; please note, you have a right to withdraw consent at any time and can contact the Trust School to do this.

## **Overseas transfers**

The personal information we have collected will not be transferred outside of the United Kingdom.

## **Contact**

For more information on the content of this Notice, how Collaborative Education Trust complies with UK Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Julie Smallwood, the Chief Financial Officer on [jsmallwood@coedtrust.org](mailto:jsmallwood@coedtrust.org) who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with UK Data Protection law you can complain to the Information Commissioner's Office (ICO). <https://ico.org.uk/make-a-complaint/>

September 2025

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