

# Parent's Information Pack

## Cashless Catering

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# Data Protection Information

NRS is accredited with ISO27001 – Information Security Management System and is committed to ensuring that privacy is protected. Should we ask you to provide certain information by which you can be identified; you can be assured that it will only be used in accordance with this privacy statement.

The processing of the data is carried out by the School/Catering Company under the General Data Protection Regulation (GDPR) and the Protection of Freedoms Act 2012

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 Disclosure and Barring Service (DBS) checked.

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

Essential information collected		Optional information may be requested
Admission 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.

NRS do not hold any data on premises and all setup and configuration is done on the school/council location.

## What is a biometric algorithm?

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.

```
OX417741414142514141414445415141414151415341414D415A4141414141414174  
774541414C714777346C5869656D6C574945494A764A6B42466D6837616C4E764D7  
04F517874517A706A4A395A31784935686C4177395366726E777645576357386C45  
73314B426F47443166694170675559704C763168423642682A7043
```

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.

**Dear Parent/Carer**

**Poole Grammar's Cashless Catering System**

You may be aware that we have introduced a cashless catering system. This system allows us to continue with the development of the school meal service, reinforce our healthy eating culture through the Food For Life Partnership, and provide the school, parents/carers with a more efficient, faster and ultimately better quality of service.

In addition, the cashless system is broader than catering as it allows parents/carers to make payments for trips and activities, music lessons etc. online through ParentPay.

The purpose of this letter is to give you details of the system, account set up, and highlight the next steps to register your son with us.

**Cashless Catering**

This system incorporates the latest technology and eliminates the need for pupils 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 pupils to carry a card as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

Any amount of money can be paid into a pupil's account with a minimum transaction of £10. Any money spent on food & drink will be deducted on a daily basis. The system will allow complete privacy for those entitled to Free School Meals. Nutritional information is available and we have an inter-form competition that ranks classes according to healthy eating!

We have two payment options available to you – online payments, coin and note payments at the revaluation pay-points. All payment options are explained within the FAQ's attached.

A daily 'spend limit' of £5 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.

**Broader Cashless System**

Registering an account with ParentPay will also allow parents/carers to pay for trips and activities run by the school and additional items such termly music lesson payments. Account activation letters will be issued to you in due course.

The attached information should answer any questions you may have but if this is not the case, please contact the finance office on [finance@poolegrammar.com](mailto:finance@poolegrammar.com)

The benefits of the cashless system are significant across the school community and we welcome your support.

Yours sincerely

Mr J Stiby  
Bursar

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**Opt In Form    Tick as appropriate**

- I would like my son to opt in to the school's biometric cashless scheme
- or
- I would like 4 digit PIN code to be allocated to my son

Student Name (Print) \_\_\_\_\_

Year Group/Form \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to the school's finance office.

## Frequently Asked Questions

**Q What is a cashless system?**

**A** A Cashless Catering System is a solution which is purpose designed to meet the ever evolving needs and demands of the catering provision, required by today's schools and academies. The Trust-e Cashless Solution allows schools to be better able to provide their students and staff with a faster, more efficient and more appealing meal service.

**Q What is 'biometric'?**

**A** Biometric is simply a method of identifying an individual person. The Trust-e Cashless System uses an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the Cashless System.

**Q How does a biometric system work?**

**A** The information of a pupil or staff member, who has been biometrically registered, is stored on a secure biometric controller within the school, which only your provider, Nationwide Retail Systems, can access with permission from the school. Once an account is credited, the pupil or staff member places their finger/thumb on the EPOS Terminal Biometric Reader, which looks up their account and allows them to purchase items using only this method of identification.

**Q How does my child register on the biometric system?**

**A** Registration days will take place when your son joins the school. During these days, registration terminals will be placed in the school. Your

child will attend at a requested time and will be required to place their finger/thumb on the Biometric Reader twice to obtain a matching template, which only takes a few seconds. If you have chosen to opt-out of this procedure, your child will be presented with a 4 digit PIN code.

**Q What methods of payment can be used to credit an account?**

**A** Any amount can be credited to an account by way of any of the following methods. Once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

### **Cash at the Revaluation Units**

A revaluation machine will be located in the Ashley Thorne Building. This can be used to top up accounts by the pupil/member of staff placing their finger/thumb on the sensor or by entering their 4 digit PIN Code followed by inserting the accepted tender below:

£20, £10, £5 notes

£2, £1, 50p, 20p, 10p, 5p coins

**(Please note – copper coins are not accepted)**

Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal/break services.

### **Online Payments**

ParentPay On-Line Payments can be used for Poole Grammar's cashless catering, trips and activities, music lessons etc. To make a payment on line please go to [www.parentpay.com](http://www.parentpay.com) to make an electronic payment. For

new users, account activation letters will be issued through the school.

**Q How can I check the credit on an account?**

A This can be done by the account holder either placing their finger/thumb on the Revaluation Machine scanner, or entering a 4 digit PIN code. The current balance will then be displayed. This can also be accessed via the schools online payment facility, if applicable.

**Q Can I change my child's 'daily spend limit'?**

A Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request (not email) to the Finance Office, Poole Grammar School.

**Q What happens if my child's account is not in credit?**

A A 'lend' can be processed at the EPOS terminal, which will then allow one meal to be taken. An automatic overdraft can be set up, which will allow the pupil/staff member to go into debit at the cost of one meal. The Cashless Catering System has a debt tracking facility and the ability to send debt letters to overdue account holders.

**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. Pupils 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 pupil (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.

## 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
- 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