Westminster Tutors

DOOR ENTRY SYSTEM

October 2016

Dear Parents/Guardians, Students and Staff

Biometric 'Fingerprint' Door Entry System

Westminster Tutors has installed a new biometric 'fingerprint' entry system which students and staff use to enter and exit the college. This system provides two much-needed features: firstly it ensures secure access to the college; and secondly it is a safety tool as it provides information about who is in or out of the building at any given time.

It is important that parents/carers and students understand that the secure entry system performs a vital safety function which is particularly important if the fire alarm has been raised and we have evacuated the building: we use the door entry system information to take a roll-call and check everyone has been safely evacuated. We can buzz students each time they enter or leave the college if either they or their parents have strong objections to being on the system, but this would also have concomitant safety risks. The students also need to understand that records concerning lesson attendance and punctuality (which might make them unwilling to use the entry system) are collected and kept separately, and we do not use the door entry system for this purpose.

I would also like to reassure you that the system does not strictly speaking take a 'fingerprint' reading, but rather reads the depth of indentations at certain points in the fingertip furrows. These point readings create a unique template, much like a barcode, which is then encrypted using the same encryption logarithm as the US government. It is therefore not possible to recreate a fingerprint from the initial template, and there is the added security that the template has been further encrypted. This means that we are not taking valuable data from students or staff which might compromise their privacy or lead to any form of identity theft. Our reasons for deciding to use such a sophisticated system are that the technology is available and affordable, and fingertips, unlike swipe cards, are less prone to loss or theft!

Warm regards

Virginia Maguire BA MA MLitt
Principal

BIOMETRIC ENTRY SYSTEM CONSENT FORM

Students aged 18 and above, and staff

I consent to my biometric data being used for the sole purpose of entering and exiting the college.

Name: …………………………………………………………………………

Signature: ………………………………………………………………………

Date: ……………………………………………………………………………

Students aged 17 and below

I consent to the biometric data of the student named below being used for the sole purpose of entering and exiting the college.

Name of student: ………………………………………………………………

Relationship to student: ………………………………………………………

Name: ………………………………………………………………………….

Signature: ………………………………………………………………………

Date: ……………………………………………………………………………