

## EXAMPLE

Dear

We are writing to inform you that we will be introducing a new administration tool for the collection of payments associated with school trips and other payments. The system called IdentiTrip uses a finger scanner to locate the pupils account at the point of payment. It also provides a printed receipt with outstanding balance for each payment.

The purpose of this letter is to inform you that IdentiTrip uses biometric technology that is compliant with data protection requirements and to alleviate any concerns you may have.

- The technology uses a biometric finger scanner and no fingerprint image is ever stored within the system. It is not possible to recreate an image of the original scanned finger from the “unique number” that is stored within the database.
- Both the Information Commissioner and the Department of Education & skills have confirmed that they have no data protection concerns as a result of using this technology

Payments can also be entered manually without using the finger scanner. Should you have any objections to your son / daughter being registered using the finger scanner please reply to this letter.

Yours sincerely

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