Dear Parents/Guardians,

**Re: Electronic Attendance Monitoring and Biometric Scanning**

As a high profile 21st century school we want to ensure that Nossal High School has the most accurate and up to date attendance recording available, so we have adopted an electronic roll marking and attendance system.

Teachers mark student attendances through their laptops each period of the day and the information is centrally collated and recorded on an electronic roll through the school office. In this way we have an accurate and instant picture of attendances and absences. Through this system we also have the ability to activate an automatic SMS message to a designated parent mobile telephone should your child be absent from school without notification from you.

Another feature of the system is the biometric scanning device which we use for students who arrive late or have to leave school early; or who have to leave the school grounds for any reason during the school day (ie. for a medical appointment; or to visit Monash etc.) If a student arrives late they simply swipe their finger on the scanner or use their ID card at the Attendance Office and they are issued with a printed late pass complete with arrival time. Their arrival is automatically entered into the central roll. Similarly – if they have to leave early for an appointment, they are issued with a printed early leave pass. This system is efficient and accurate. In the event of an evacuation we can gain an instant snapshot of where all students are; should a train be delayed, large numbers can sign in quickly and accurately without having to be individually interviewed by the attendance officer and we can quickly identify and follow up any unexplained absences.

With many of our students travelling long distances to our school each day, their safety is of paramount importance to us, so accurate, instant identification of absence, lateness or irregular attendance is essential.

As explained on the reverse of this page, the biometric scanner does not register a fingerprint, rather it constructs a unique algorithm (a series of linked dots) for each student by scanning their finger, much like the scanners that are now becoming more common on mobile phones and personal organizers or laptops. It is not possible to construct a fingerprint from the information stored in the machine and the stored information can only be used as part of the Nossal attendance system. **NB:** Please refer to the Nossal High School Privacy Notice and Privacy Policy located at [www.nossalhs.vic.edu.au](http://www.nossalhs.vic.edu.au) or contact the school if you require further information.

Mr Roger Page
Principal
Biometrics System

What is Biometric Identification?

To ensure the most up to date and accurate system Nossal High School has been using a biometric finger scanning process to enhance our attendance system. The biometric scanner does not register a fingerprint, rather it constructs a unique algorithm (a “hashed feature extract”) for each student scanning their finger. Although the computer software uses the fingerprint for personal identification, it does not store a copy of the fingerprint. The template is digitised and encrypted and we are unable to, and it is unlikely that fingerprint can then be, reverse engineered, reconstructed, replicated or delivered to any party from this template. The biometric scanner is used only to facilitate late arrival and early leave passes for students as it provides a fast, accurate and efficient means of monitoring and recording attendance, and parents and students are required to complete an “opt in” agreement to access this facility. Once the finger scan has been recorded and entered into the attendance system, students simply need to swipe their finger on the screen to access an individual sign in/sign out screen that will record their absence or late arrival directly to the attendance monitoring system and print a personalised leave pass for them to use. In the event for example, of a late train, this expedites faster and more efficient sign in and more accurate attendance rolls: ensures that SMS attendance alerts for parents are more accurate; and attendance rolls are up to date in the event of an evacuation or other such event where we may need to locate specific students quickly. Should students not wish to use the biometric system, a personal ID card reader is available, or passes can be manually generated by the office staff or attendance officer.

How does biometric identification work?

The finger scanning data is collected at Nossal through the “Compass” attendance system (kiosk interface) administered by JDLF International who adhere to the provisions of the Information Privacy Act. The data may be encrypted and partitioned and is stored across a private cloud/mesh network in Victoria. A copy of the user’s fingerprint is not stored and there is no further processing of the biometric data. More detailed information about the storage and security measures employed by JDLF is available at www.jdlf.com.au/policy/privacy

Destruction of Biometric Data

Upon request from the student/parent, or one month after exit or withdrawal from the school, biometric data is removed from all devices. Due to the difficulty in permanently deleting digitally stored data, data storage devices are securely housed and physically destroyed at the end of their life rendering any information permanently inaccessible. A range of de-identification techniques may also be employed by JDLF to ensure that stored data cannot be linked to an individual.

Access to Data

All data collected remains the property of the information owner and can be supplied upon request, but as the biometric data we store cannot be provided in a human readable format, owner requests for copies of this data cannot be provided.

Openness

The school is conscious of the huge amount of electronic data and personal information it collects and stores, and some of the system weaknesses in gathering, storing, accessing and removing this data. We make every effort to ensure that our structures, systems and procedures are compliant with the Information Privacy principles and associated legislation, and that all members of our school community are protected by and informed about the implementation of new systems and the changes that will inevitably arise.