

Lincoln Public Schools
Nutrition Services Department

Biometric Record Privacy Statement

A Biometric record,"as used in the definition of "personally identifiable information," under the Family Educational Rights and Privacy Act (FERPA) means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting. (Authority: 20 U.S.C. 1232g)

Biometric information or records is not directory information and must be kept private/confidential as protected "education records" under FERPA. Biometric records must therefore be treated just like all other confidential education records. LPS Policy 5300 requires that student education records be kept confidential "in accordance with state and federal laws and regulations" and Policy 5310 which cites to FERPA as its resource references **biometric** records as constituting a confidential "personal identifier." LPS Policy 5350 and its accompanying regulations deal with the categorization and retention of education records. LPS Policy and regulation generally contemplates retention for "three" (3) consecutive or continuous years.

Notice is provided that the Lincoln Public Schools Nutrition Services Department intends to use student fingerprint scanning in its food service operations. Prior to collecting such biometric information from a student, the school district shall provide notification of the intent to do so to the parents, or the individual who has legal custody of the student, or to the student if he or she has reached the age of 18. A request not to participate in the biometric identification program shall be made in writing by the parents, or the individual who has legal custody of the student, or the student if he or she has reached the age of 18. Written notice shall be sent/delivered to the school. Failure to respond with a request not to participate in the biometric identification program shall be considered as giving permission for the student to participate.

The biometric information is to be used solely by the school district for identification or fraud prevention.

The school district will not sell, lease, or disclose any biometric information to any other person or entity.

October 8, 2015