



# CASHLESS CATERING SOLUTIONS

## Parent Information Pack

## 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.

NRS is registered as a data processor under the Data Protection Act (DPA) and operate at all times under the DPA Guidelines.

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 Criminal Records Bureau (CRB) checked.

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

Essential information collected		Optional information may be requested
Admissions Number	Gender	Photographs
Surname	Date of Birth	Ethnicity
Forename	Year	School House Group
Form	UPN	
Free School Meal Allowance		

Nationwide Retail Systems Ltd does not sell, distribute or lease your personal information to third parties.

You may request details on personal information which we hold about you under the Data Protection Act 1998.

NRS removes all data from Servers one week after the Cashless System has gone live within the school.

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the address below.

Nationwide Retail System Ltd  
Whaley Road  
Barugh Green  
Barnsley  
S75 1HT  
01226 732 200  
[support@nrsLtd.com](mailto:support@nrsLtd.com)

***Please be assured that all School systems are fully compliant with GDPR and it guarantees that all information supplied will be kept completely private***

## **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
- Facility to pay On-Line
- No need to carry cash preventing loss/theft
- Automatic alerts to stop students purchasing allergy trigger items
- 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

## **FREQUENTLY ASKED QUESTIONS**

**Q How will the system work?**

A Parents credit their child's account online (through the current ParentPay system), with whatever figure they feel appropriate and set a limit to what their child can spend each day. Parents can then go online to monitor and 'top up' the account whenever they need to. Students will need their account to be in credit to purchase a meal. Should a student not have sufficient funds to purchase their meal the catering team can agree to the sale on the understanding that the account is credited by the very next day.

**Q Will the system provide any other information for parents?**

A The system will provide a variety of reports for parents showing money paid, food served, date/time and cost of each purchase and the balance of their account.

**Q Can I still continue to pay by cheque?**

A Online payments will be our preferred method (as this reduces the need for students to carry cash) and we hope that all parents will adopt this new system. However, we understand that some parents may still wish to pay via cheque and we will accept these. The catering team will then credit the student's online account with the amount by cheque.

**Q What is Biometric?**

A Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 & 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 student or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited the student or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details 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 leading up to the 'Live' day of the Cashless System. At this time registration terminals will be placed in the school. Your child will attend at a requested time and they will be required to place their finger/thumb on a Biometric sensor 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.

**On-Line Payments** – We have introduced On-Line Payments in partnership with the Cashless Catering System. To make a payment on line please go to **(state website of on-line provider & all additional information)** to make an electronic payment. NB: Some On-Line providers can be used for school trips.

**Cheques** – Cheque payments can be accepted via the Cashless Catering System. Cheques should be made out to **The Coopers' Company and Coborn School** and have written on the back of the cheque Student Name & Form Name/Number. All cheques must be handed to **the Finance Office** and must be received by 9.00 am prior to that day's commencement of service. Cheques received after this time will not be credited to the relevant account until the following day.

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

A This can be done by the account holder placing their finger/thumb on to the revaluation machine or by entering a 4 digit PIN Code. The current balance will then be displayed. Alternatively, this can be accessed via the On-Line payment engine (if applicable).

**Q Can I change the daily 'Spend Limit'?**

A Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the Finance Office.

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

A An automatic overdraft can be set up, which will allow the student to go into debit up to the cost of £2.

**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 meal amounts. Students will Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not. NB: 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 student. If your child is using a 4 digit PIN Code, which someone obtains and attempts to use, the photograph shown on the EPOS Terminal will alert the operator that a fraudulent sale is taking place.

**Q My child has an allergy, how will this be monitored?**

A All allergy records registered with the school will be entered on to the Cashless System. When students attempt to purchase an item, which has ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

**Q Can I dictate my child's dietary requirements?**

A The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any such items must be confirmed in writing by the parent/guardian to the (insert Department name).

**Q Can I request a printed report of my child's meal intake?**

A Yes – The Cashless Catering System allows numerous reporting facilities, which includes Dietary Habits. These may be requested by contacting the Finance Office.

## Healthy School Survey Information

School meals have been the focus of much interest nationally in recent years.

There have been concerns over the nutritional quality of the food provided plus evidence of an increase in child obesity.

**A Health Survey in England found that 16.6% of boys and 16.7% of girls aged 2-15 was obese and a further 13.6% boys and 14.3% girls were overweight. The Survey also found that most children eat too much fat, added sugar and salt and only eat two of the recommended five portions of fruit and vegetables each day.**

Nationwide Retail Systems are in partnership with the Local Authority Caterers Association (LACA) and work closely with them to ensure that we stay abreast of the current standards. We are also in constant discussions regarding to future developments and possible requirements.

Nationwide Retail Systems Limited offer a healthy eating points reward facility. Healthy items can have points allocated to them which when sold can be added to staff/student accounts. Catering staff then have the ability to take a report detailing who is eating the healthiest and can reward this in a number of ways.

Benefits the Trust-e Cashless System brings to Healthy eating

- Improved nutritional & dietary control
- Healthy eating is encouraged and can be monitored through the reporting facility
- No more using school dinner money for out of school purchases
- Detailed reporting facilities allowing access to student accounts and eating habits