

Fair Processing Notice

South Lanarkshire Council ("the Council") will be undertaking a pilot of an online payment system within eight schools/nurseries within the Council area in connection with the provision of online payments for schools, income management for schools, dinner money administration and an integrated parent communication system ("the Pilot"). This school/nursery has been selected for the pilot which will commence on 1st June 2015 and run until 30th June 2016. ParentPay Limited ("ParentPay") have been selected by the Council to administer this pilot. Under the Data Protection Act 1988 ("the DPA") the Council must tell you how it will use your personal information and must tell you if it intends to share this with anyone. The Council holds the information you provided about your name, address, contact details, ("your information") on a secure database ("SEEMIS").

The Council also holds the information you provided about your child's name, address, date of birth, year group, class, free school meal entitlement ("your child's information") on a secure database ("SEEMIS"). The Council has been asked to share your information and your child's information with ParentPay in connection with the Pilot and this form tells you what ParentPay will do with your information and your child's information. ParentPay is a limited company and is registered with the Information Commissioner in terms of the requirements of the DPA to hold and process personal information.

ParentPay will hold your information and your child's information on a secure database within the UK and will use your information and your child's information in connection with the provision of online payments for schools, income management for schools, dinner money administration and an integrated parent communication system and for no other purpose. Parentpay will hold your information for the period of the Pilot and at the end of that period the Council will ask ParentPay either to return your information to the Council or securely destroy it.

Please note that if you do not want your data to be shared at any time you must notify the Council. The Council would then ask ParentPay to stop using your information and your child's information, and you would no longer benefit from the provision of online payments for schools, income management for schools, dinner money administration and an integrated parent communication system.

If you need further information or wish to complain about how your Information will be held, used and shared by the Council; or held and used by ParentPay, please contact Lesley Yule, Support Services Coordinator, Lesmahagow High School, Strathaven Road, Lesmahagow ML11 0FS or Bill Dunn, South Lanarkshire Council, Information Compliance Manager, at Legal Services, 13th Floor, Council Offices, Almada Street, Hamilton, or alternatively, the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (see <http://www.ico.gov.uk>)



Lesmahagow High School

An introduction to our online payment service

www.parentpay.com

What does ParentPay do?

- enables you to pay for school trips and other items such as school meals and uniforms online
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date

- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

The school will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.