



Education Resources

Parent Pay Privacy Notice (Parents/Carers and Pupils)

Introduction

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council is introducing an online payment system, ParentPay, across all South Lanarkshire's schools/nurseries in connection with the provision of online payments for schools. The ParentPay system has been successfully piloted in a number of schools and provides improved, modern services for parents. It also reduces bureaucracy and streamlines cash handling processes within schools. ParentPay Ltd is a limited company and is registered with the Information Commissioner in terms of the requirements of the GDPR to hold and process personal information.

Using your personal information

The Council is a "controller" of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources. When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child's name, date of birth, gender and address;
- registration class, year group and free meal entitlement

Why do we need this information?

The Council holds the information described above on a secure database ("SEEMIS"). This information will be shared with ParentPay to allow parents to make online payments for their child's school. The ParentPay system also provides income management for schools, dinner money administration and an integrated parent communication system.

Sharing your 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 and for no other purpose.

ParentPay will hold your information while your child attends a South Lanarkshire Council school and at the end of that period the Council will ask ParentPay either to return your information to the Council or securely destroy it.

Your rights

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object.

You can ask for your data to be updated or removed from ParentPay by notifying the Council. If you wish your data to be removed from ParentPay, the Council would tell them to stop using this information, and you would no longer be able to make online payments for your child.

The Council and ParentPay have entered into a Data Processing Agreement which sets out the duties of each party to comply with the requirements of the GDPR.

For more information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The Council's Data Protection Officer

The Data Protection Officer,
Administrative and Legal Services,
Finance and Corporate Resources,
Floor 11,
Council Offices,
Almada Street,
Hamilton
ML3 0AA

Tel: 0303 123 1015

Or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the Council has dealt with your rights (or any other aspect of data protection law)

The Commissioner's Contact Details are

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Or online at: <https://ico.org.uk/concerns/handling/>