Privacy Notice

The City of Edinburgh Council ('the Council') is introducing a financial management system, called ParentPay, to all schools and early years establishments within the Council area. This system will enable us to manage the school's finances in a more efficient way, it also has the advantage of enabling parents/carers, or anyone else paying for school services, to do so online. If registered, parents/carers will be able to use the system to pay for lunches, milk, breakfast clubs, school trips and any other additional costs or fees incurred. If a family has children at different schools, all payments can be managed through the one account. The school will also be able to send general communications to parents using the secure system provided.

The Council holds personal information about you and your family for the purpose of managing your child's education. The Council uses a secure national database, called SEEMiS, to record this information. An extract of relevant information will be transferred securely from SEEMiS to ParentPay for the purpose of managing the school finances. The following information will be transferred in order to provide the online service: parent name, address, contact details, pupil name, address, date of birth, year group, class, and entitlement to free school meals. A regular refresh has been designed between SEEMiS and ParentPay to ensure that personal data is kept accurate and up to date.

Parents/carers do not have to register with ParentPay, or pay for services online, however the system does provide a secure method to pay for school services and receive messages from the school. Parents/carers will also be able to track their payments through their online account. .

The Council has selected ParentPay Limited ('ParentPay') to provide the online payment system. ParentPay is a limited company and is registered with the UK Information Commissioner. It will hold your family's information on a secure database within the UK and will only use your information to manage your online payment account. Your personal data will not be used for any other purpose without your permission, unless it is required by law. For further information about how ParentPay store information, please see: https://www.parentpay.com/terms-and-conditions and https://www.parentpay.com/privacy-policy Information will be held on the system for 7 years, in accordance with the Council's record retention schedule for financial reporting.

If you decide to use the online payment service, please note that it is a requirement of City of Edinburgh Council that ParentPay should be accessed via 'my account' on mygov.scot. 'my account' is a simple, secure way to access a range of Scottish public services online, including services provided by the City of Edinburgh Council. It is provided by the Improvement Service and funded by the Scottish government and ensures that public services can be accessed and used in a simple and convenient way. Further information about this is available at: https://www.mygov.scot/privacy/ and http://www.gov.scot/Topics/Economy/digital/digitalservices/Sign-intoOnlineServices/myaccountPolicyPIA

If you are concerned about how the Council uses your information, or if you would like to know what information is held about you and your family by the Council, please contact the Information Governance Unit at dataprotection@edinburgh.gov.uk

Reach for the Stars!

An introduction to our

online payment service

The Council is introducing a new online payment service for schools provided by ParentPay. This will provide an easy system for you to pay for school meals, breakfast clubs and other items such as school trips.

ParentPay will also become the main way for you to choose your child/ren's school meals, including free school meals where you can go online and make your choice for the following week.

We believe this system will offer benefits to both parents and the school and would encourage you to sign up to use it.

What does ParentPay do?

- enables you to pay for school meals, milk, breakfast club, additional hours and other items such as trips etc.

- offers a highly secure payment site

- gives you a history of all the payments you have made

- allows you 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 will 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?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account. To access the ParentPay website you will have to register with mygov.scot, guidance on how to active your account is included in the activation letter.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

If you would like to have a look at the ParentPay website, this can be found at: www.parentpay.com