

Gallarate, 21/04/2021

To parents
Kindergarten

e.p.c. Teaching staff
ATA staff
LL.SS

Subject: Pago In Rete - electronic payment service

We hereby inform you that **Pago in Rete**, the Ministry of Education's **compulsory online** payment system, is now active, allowing parents/guardians to make payments for the telematic notices issued by the Institute for the various services provided.

From now on, families will be able to make payments for

- guided tours;
- educational trips;
- school insurance;
- voluntary contributions for the expansion of the educational offer;
- other contributions.

only through the **PAGO IN RETE** system.

It will no longer be possible to make payments to the school by direct accreditation to the Institute's bank account.

By accessing the MIUR web portal - using PCs, *smartphones*, *tablets* - families will be able to:

- view the overall picture of all the telematic notices issued to their children, even by different schools;
- pay one or more notices at the same time, using the most common means of payment and choosing, from a list of PSP (Payment Service Providers: banks/post offices/tacconists), the most convenient one.

The parent will receive confirmation of the payment by e-mail and will be able to download the telematic receipt and/or the certificate valid for any tax deductions.

Here are the steps to follow.

1. HOW TO ACCESS THE SERVICE

To access the Pago In Rete service, you need to have a **username** and **password** (credentials). The parent/guardian accesses the "Pago in rete" service:

- a) from the MIUR website via the *link* <http://www.istruzione.it/pagoinrete/>
- b) or via the "Pago In Rete" link on the Institute's *home* page, by clicking on "Accedi con SPID".
- c) or, if you have submitted an online application, using the same credentials (username and password) obtained when you enrolled your child online.

Only for the first access to the payment service will prior acceptance of the privacy conditions be required.

2. SENDING A REQUEST FOR A PARENT/GUARDIAN AND PUPIL(S) ASSOCIATION

The parent/guardian must ask the school to associate him/her with the pupil in attendance (or with the pupils in the case of more than one child) in order to view the electronic payment notices in his/her name.

The request must be made using the **form provided** and attached hereto (**Annex 1**), and sent to didattica@icedeamicis.edu.it from **13 May to 23 May 2021**. **Completion of the form is compulsory**; failure to complete it or failure to complete it correctly may result in the inability to provide the service.

On receipt of the form, the secretary will proceed to confirm the parent-child association; this operation may take a few days. Once the association has been made by the secretary, the parent/guardian, by accessing the Pago In Rete portal of the MIUR, will be automatically enabled to the payment service.

When the parent/guardian logs in for the first time, the system will ask them to read the general conditions of the service and to give their consent to the processing of their personal data.

3. HOW TO PAY

The registered parent/guardian, from his/her private area, should click on the icon "**VAI A PAGO IN RETE SCUOLE**" at the bottom left of the page. On the next screen you will find the **user manual**, which you are invited to consult, **and the FAQs**.

Direct link:

https://www.istruzione.it/pagoinrete/files/Manuale_utente_Web_Scuola.pdf

To make a payment, select **VERSAMENTI VOLONTARI** and enter our school's mechanographical code directly in the box on the right: **VAIC87600E**.

Then click on the magnifying glass icon under the heading “**azioni**” to display the list of executable payments prepared by the secretariat.

4. CHOICE OF PAYMENT METHOD

To make an online payment, the parent/guardian must:

- a. **Select** one or more telematic notices sent by the school, to be placed in a payment cart;
- b. **Choose** from several proposed payment methods:
 - **Direct online payment:** select a payment method by entering the required data (Pago in Rete does not store any data relating to the credit/debit card or the current account of the parent/guardian), i.e. current account debit, credit/debit card or other online payment methods (PayPal, Satispay, etc.) and a credit institution among those that allow the chosen payment method.

For more information: <https://www.istruzione.it/pagoinrete/accedere.html>

- **Payment at PSP** (Payment Service Providers such as authorised bank or post office counters, tabacconists). by printing or saving the payment document prepared by the system which shows the BAR-Code, QR-Code of the selected notices, it is possible to make the payment through the chosen structure.

For more information: <https://www.istruzione.it/pagoinrete/accedere.html>

The parent/guardian will then be able to view on Pago in Rete, for each notice paid, the **electronic receipt of** the payment and will be able to download the **relevant certificate that** can be used for the purposes provided for by law (e.g. in the tax return).

5. ASSISTANCE

Parents/guardians can ask for assistance on the telephone number if they have any difficulties:

080-3267603 operating from Monday to Friday, from 8:00 to 18:30.

6. PRIVACY AND DATA PROTECTION IN THE PROCESSING OF PERSONAL INFORMATION

We hereby inform you that the data provided for the purposes related to the subject of this document will be processed by the Controller in accordance with the provisions of Legislative Decree 196/2003 - as amended by Legislative Decree 101/2018 - and European Regulation 2016/679. More specifically, in line with the provisions of Article 13 of the aforementioned Regulation, the Data Controller indicates the methods and terms of such processing in the notices published on the Institute's website, privacy section.

Il Dirigente Scolastico

Barbara Pellegatta

Autograph signature replaced by printing pursuant to
Article 3(2) of Legislative Decree No 39/93.

ANNEX 1

“PAGO IN RETE” APPLICATION FORM

The undersigned _____ parent/guardian of the pupil
_____ attending for the school year 2020/2021 the class/section
_____ Kindergarten _____

COMMUNICATES

to the school, its tax identification number. : _____

(indicate the tax identification number of the declaring parent)

to be associated with the pupil _____.

The undersigned parent/guardian also communicates the email to be associated with the pupil:

☐ (Tick only if interested) The undersigned authorises the parent class representative to view and pay for the thematic notices for their child.

The present application authorises I.C. "De Amicis" of Gallarate to associate its name and tax code with the indicated pupil in order to use “Pago In Rete” application to make payments to IC De Amicis of Gallarate (VA).

(Brief) information on the processing of personal data

Pursuant to art. 13 of Reg. 679/16 (GDPR), the IC "De Amicis" of Gallarate (VA), as data controller, informs that the personal data in this form will be processed for purposes strictly related and necessary to enable the use of the "Pago In Rete" service. Specifically, the personal data provided will be associated with those of the student for whom the payment is made, in order to generate the telematic Notices within the "Pago In Rete" service and, therefore, to enable the requested payments (legal basis art. 6 par.1 lett. B or A of the GDPR). For information on the DPO, the data retention period, the subjects involved in the processing and the rights that can be exercised, please view the complete privacy policy relating to the service in question available on the institutional website at the following address: <https://www.icdeamicis.edu.it/privacy>

Gallarate, date _____ Signature of the declaring parent/guardian
