



MI - REGIONAL SCHOOL OFFICE OF LAZIO

STATE INSTITUTE

"DANIELE MANIN"

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MEMO N. 261

To Families

To Teaching Staff

To ATA Staff

To the website

Object: Activation of the MIUR "Pago in Rete" service for electronic payments of families to the school.

We inform you that **the MIUR online payment system "Pago in Rete" is active, and that starting from 04/19/2022, ALL PAYMENTS made to the school must be made via "PAGO IN RETE".**

"Pago in Rete" allows families to make payments for electronic notices issued by educational institutions for the various services provided; in particular, for this Institute it concerns the following services:

- guided tours;
- educational trips;
- school insurance;
- contributions for extra-curricular activities;
- voluntary contributions for expanding the educational offer;
- other contributions.

By accessing the MIUR web portal - using a PC, smartphone or tablet - families can:

- **view the overall picture of all the electronic notices made out to their own children**, issued by the schools in which they are enrolled;
- **pay one or more notices at the same time, using the most common payment tools** (bank or postal transfer, etc.);
- **download the electronic receipt** - valid certificate for any tax deductions, which you will receive via email.

How to access:

Families can access the "Pago In Rete" service from the MIUR website via the following link: <http://www.istruzione.it/pagoinrete> or via the school website by consulting the "INFORMAZIONI" section above, by clicking on the item "Pago in Rete" and then on the blue box "Pago in Rete" at the bottom you will be lead directly to the MIUR website from where it is possible to consult all the information material made available for the service and thus proceed with the registration first and following payments.

To access the "Pago in Rete" service, you must have a username and password (credentials).

To use the service you need to perform 4 steps:

Step 1

The user enters the "codice fiscale" (*tax code*) and answers the question that the system asks him/her to determine that it is not an automatism. Before directing the user to the next screen, the system checks to see if the user is already registered on *Istanze On Line*.

If the system detects the presence of this user, it will inform you that the same credentials can be used.

If the user does not remember the login credentials already used, he can follow the steps to recover the forgotten username and password which will be sent to the email address indicated in the previous registration.

In the event that the user does not have a user on *Istanze On Line*, the system opens a page in which it is required to enter the data necessary for registration.

Step 2

In this step the user enters all the data required to complete the registration to the system: he/she enters his/her data and declares to accept the terms and conditions for joining the service and the processing of personal data.

Please Note: The "Pago In Rete" system will send to the contact email address indicated by the user, the notifications of the notices issued by the secretariats and the receipts of the payments made.

Step 3

In this step, the user confirms the data entered, then checks the completeness and consistency of the data entered and opens the page related to Step 4.

Step 4

The system saves the data and displays a saving confirmation message to the user. The system sends the user an email with the subject "Confirm registration" from the e-mail address he/she indicated during registration, from the inbox noreply@istruzione.it to request a confirmation of the address and then an e-mail with the subject "User creation" with the credentials to make the first access to the "Pago In Rete" system (Username and temporary password).

Verify contact email address

The system sends a message to the contact email address entered by the user to certify the existence of the address provided. The user clicks on the link contained in the message where the system shows the following screen:

Verified email address

Your account was created successfully.

The login data has been sent to your email address.

The first time you log in, you will be prompted to change your password.

GO TO THE LOGIN PAGE

Sending login credentials

Once the e-mail address has been certified, the system will send the user the credentials to access the system. With these credentials you access the system (initial screen <http://www.pagoinrete.istruzione.it> LOGIN) and then change the password.

Once the password change has been confirmed, it is shown to the user a confirmation message and the button to activate to return to his Reserved Area to access the portal services. The user from his Reserved Area in the MIUR portal, to be enabled to use the service, must provide his consent. The system shows the user the general conditions of use of the “Pago In Rete” service with the request to read the information and to sign the acceptance of the 14 terms.

This step is required only once. After giving consent, the user will be able to access “Pago In Rete” where he/she will be able to view and manage the electronic alerts that are registered to his/her children.

How to pay:

To make a payment the parent/guardian user:

1. select one or more electronic notices sent by the school, to be placed in a payment cart;
2. choose between different payment methods proposed:

- **To pay directly online**, select a payment method by entering the required data *: debit on bank account, credit/debit card or other online payment methods (PayPal, Satispay, etc.) and a credit institution among those that allow the chosen payment method.

* “Pago In Rete” does not store any data relating to the user's credit card or bank account.

- **To pay at PSP** (Payment Service Providers: authorized bank or authorized post offices, *tabaccherie* – tobacco shops) print or save the payment document prepared by the system, which contains the BAR-Code, QR-Code, of the selected notices and make the payment at *tabaccherie*, authorized bank branches or other PSPs.

The user can then view on "Pago in Rete", for each notice paid, **the electronic receipt of the payment** and can download the relative attestation that can be used for the purposes provided for by law (for example in tax returns).

Support:

For any problems, families have at their disposition the following telephone number to ask for assistance: **0809267603** active from Monday to Friday, from 8:00 to 18:30.

To allow the Scholastic Institute to start the online payments procedure "Pago in Rete", parents/guardians are invited to register on the platform as soon as possible.

In fact, we would like to inform you that starting from today no other form of payment will be accepted in favor of the Institute other than that made through the "Pago in Rete" service (including payments for didactic outings and educational trips).

In relation to the "Pago in rete" service, an information note on data processing is available in attachment (to inform interested parties about the purposes of the processing) and a model (**Attachment 1 to the PIR information**) through which families can:

- **provide your data** (mandatory for the use of the service);
Where possible, it would be desirable for both parents to provide their data in order to both obtain the possibility of proceeding with the payment of electronic notices registered to the student. In this case, both parents receive the payment notification, but as soon as one of the parents make the payment, the other expires automatically.

Attachment 1 to the PIR Information, one for each student, must necessarily be returned by e-mail with the subject "**Attachment 1 to the PIR Information**" - Surname and Name of the student, class, comprehensive school" to the address rmic8l400t@istruzione.it in pdf format containing scanned handwritten signature (NO JPG/PHOTOGRAPHY FORMAT), no later than April 19th 2022.

Class coordinators and parents' representatives are requested to spread this letter as much as possible and the families of the students are thanked for their collaboration.

Find attached:

- **Attachment 1 - PIR information**

Rome, 04/07/2022

THE HEADTEACHER

Prof. Manuela Manferlotti

(Handwritten signature omitted pursuant to Art. 3 of Leg. D. No. 39/93)

*Information on data processing pursuant to art. 13
EU Regulation 679/2016*

***Information on the processing of personal data
(Art. 13 of EU Regulation 679/2016)***

The educational institution, as data processing, wishes, with this information, to provide you with information about the processing of your personal data associated with those of the paying student.

This association is aimed at allowing you to pay, through the "Pago in Rete" service, electronic notices - still active - issued by this educational institution for the various services provided (school fees, educational trips, etc.).

Owner of the data processing

The owner of the data processing is the educational institution: *Istituto Comprensivo "Daniele Manin"*, Via Bixio, 83 - 00185 Rome, which can be contacted to exercise the rights of the interested parties. Telephone: 06/39721081, Email: PEO: rmic81400t@istruzione.it PEC: rmic81400t@pec.istruzione.it

Responsible for the processing

The Ministry of Education, as the entity in charge, provides the platform for the management of the "Pago In Rete" payments service and, therefore, in this phase of the process covers the role of Responsible for the processing.

Responsible for data protection

The person responsible for the protection of personal data is EUSERVICE s.r.l. via Dante Alighieri, 12 - 00027 Roviano (RM) in the person of the engineer Angelo Leone. Telephone: 0774/903270, Email: angelo.leone@euservice.it

Purpose of the processing and legal basis

The personal data you provide are processed for reasons of public interest, pursuant to art. 6 paragraph 1, letter e), EU Regulation 679/2016 and only for strictly connected and necessary purposes, in order to allow the use of the "Pago in Rete" service by the school, in execution of the combined provisions of which Article 5, paragraph 1 of Leg. D. March 7th 2005, n. 82, art. 1, paragraph 8 of the Leg. D. 162 of December 30th 2019 and art. 24, co, 2 of the Leg. D. of July 16th 2020, n. 76,

Specifically, the personal data you provide will be associated with those of the student/payer, in order to generate the electronic notices registered within the "Pago In Rete" service and, therefore, allow you to make the required payments.

Pursuant to art. 13 par. 3 of EU Regulation 679/2016, if the owner of the data processing intends to further process personal data for a purpose other than for which they were collected, before such further processing provides the data subject with information.

Specifically, interested parties can alternatively choose to:

- a) do not use the "Pago in Rete" service, therefore proceed with the payments through a not registered bulletin;

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- b) use the service and fill in the form for the purpose of associating one's *codice fiscale* (tax code) with that of the student;
 - c) use the service and fill in the form, delegating the class representative to make payments in the name and on behalf of the student;
 - d) use the service and fill in the form, selecting both options indicated sub. b) and sub c).

Obligation to provide data

The provision of data (by filling in the appropriate form attached to this information - **Attachment 1**) is mandatory for the achievement of the above mentioned purposes. Their failure, partial or incorrect provision could result in the impossibility of providing the service.

Transfer of personal data to third countries or international organizations

There are no transfers of personal data to third countries or international organizations.

Retention period of personal data

In order to ensure correct and transparent processing, the data are kept for a period of time not exceeding the necessary for the purposes for which they were collected or subsequently processed, in accordance with the provisions of the law.

Specifically, the association between the payer and the person who makes the deposit is maintained for the entire period of attendance of the student at the Institute.

Types of data processed

The data processed are the personal data of the payer (student) and of the person who makes the deposit (parent or whoever exercises parental responsibility) and, specifically, the respective "*codici fiscali*" (tax codes).

Rights of interested parties

(EU) Regulation 2016/679 assigns the following rights to the interested parties:

a) right of access (Art. 15 of (EU) Regulation 2016/679), or to obtain in particular:

- confirmation of the existence of personal data,
 - indication of the origin and categories of personal data, of the purpose and method of their processing,
 - the logic applied in case of treatment carried out with the help of electronic instruments,
 - the identification details of the owner of the data processing of personal data, of the Person in charge of the processing of personal data and of the subjects or categories of subjects to whom the data have been or may be communicated,
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- the retention period;

- b) right of rectification (Art. 16 of (EU) Regulation 2016/679);
- c) right to cancellation (Art. 17 of (EU) Regulation 2016/679);
- d) right to limitation of processing (Art. 18 of (EU) Regulation 2016/679);
- e) right to data portability (Art. e 20 of (EU) Regulation 2016/679);
- f) right to object (Art. 21 of (EU) Regulation 2016/679);
- g) right to withdraw consent (Art. 7 of (EU) Regulation 2016/679).

In relation to the processing of data concerning you, you can contact the owner of the data processing to exercise your rights.

In the event that interested parties believe that the processing of personal data referred to them is carried out in violation of the provisions of EU Regulation 679/2016, they have the right to propose a complaint with the Guarantor, as established by art. 77 of the EU Regulation 679/2016 itself, or to take the appropriate judicial offices pursuant to art. 79 of EU Regulation 679/2016.

Automated decision making

There is no automated decision-making process pursuant to art. 14 paragr. 2 letter Mar g) of (EU) Regulation 679/2016.

Attachment 1

The undersigned _____

Tax code "*codice fiscale*" _____ in the nature of

- Parent
- Gardian

of the student _____

enrolled in the class _____, section _____, of the comprehensive school /
location _____.

- I ask the educational institution to associate my tax code with that of the student for the purpose of

viewing and paying the electronic notices registered to him/her.

- I delegate **the temporary class representative**, if he requests it to the secretariat, to view and pay
the electronic notices in the name of the student.
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