

# [www.pta-events.co.uk/lady-boswells](http://www.pta-events.co.uk/lady-boswells)

Your PTA is delighted to launch its new website where you can buy tickets for PTA events, see information about our events and volunteer to help!

## Registration

The first step is for parents to register – it only takes a minute. Please note there are 2 types of password – your **personal password** that you create when you register and the **class passwords** which will be emailed to classes separately. All data is held securely.

1. Go to [www.pta-events.co.uk/lady-boswells](http://www.pta-events.co.uk/lady-boswells)
2. Click on 'Register' (top row of icons, far right) and input the details requested – your name, email address and phone numbers and create your own **personal password** – then click the 'Register' button beneath
3. Go to 'My Account' (top row of icons, second right) and complete your address (a photo is optional!) under the 'Details' tab.
4. Go to the 'Class Mailing Lists' tab (still within 'My Account') and click on '**here**' to register the names and classes of your children.
5. 'Share my details with the class' – hover over the '?' button to see details. Your email address will be accessible to other parents in the same class if you click the button to the left of the '?' button (and the button will change to a blue tick). Enter the **class password**. It would be **very helpful** if you would agree to share your email with your class as class reps will then be able to email the class directly through the PTA site. Click on the red 'Register for class list' button beneath.

## What's On

To find out more information about an event click on the event name in the 'What's On' section.

## Buy Tickets

To buy tickets for an event click on 'Shop' (top row of icons) or via the event in the 'What's On' section. Specify the number of tickets and click 'Update Basket' before 'Checkout'.

During the checkout process you will be asked questions – hover over the '?' buttons to see the question in full and please answer accordingly.

To secure your transaction we use PayPal to collect your payment. PayPal is a safer, faster, more secure way to pay online and your financial details are never shared with Lady Boswell's PTA. PayPal use SSL (secure socket layers) which encrypt all the data with 128 bit encryption. You can also pay by credit/debit card via PayPal – you do not need to have a PayPal account.

To volunteer to help at an event (we always need more helpers, please!), click on '**volunteer**' at checkout or within the event details.

## Confidentiality and Security

Lady Boswell's PTA and the website host, PTA Events, take the security of your personal data very seriously. We will not pass any email addresses or personal details on to third parties (except where required by law), nor will we send out nuisance emails. All data is stored securely. See below for full details relating to confidentiality and security.

We would like to receive feedback on the new website and we are of course happy to answer any questions you may have. Please email me at [ladyboswellspta@googlemail.com](mailto:ladyboswellspta@googlemail.com)

**Kate Phillips, PTA Treasurer**

## Further Details of Confidentiality & Security

The Lady Boswell's PTA website is hosted by PTA Events.

### What information do we need?

In order to use the PTA Events website we require the following bare minimum of information:

- First name
- Last name
- Email address
- Telephone
- Password

Passwords are salted and hashed using either SHA 256, 384, or 512 encryption before being stored in the database. This means neither the Lady Boswell's PTA nor the site host PTA Events can get at your password. An example of stored passwords is as follows:

**Password:** test

#### Hashed

**string:** 62567BD684A7D27F68E1393492C549CFBD759C2FC550D5045ADF22F497B3182ACF9DF18012E72AD4C301CA4E1FE2E9E1C6A6820F47AC50F78B630C9EF8B9781B

**Encryption type:** SHA512

**Salt:** ke4\$3^u0t@zto49d90124^~622y9@\$4@^8j^\$I7@170C9545-ECBC-402B-993FD4739F855FF9

Running the encryption process a second time gives a completely different Hashed string as it uses a completely different salt to encrypt the password:

#### Hashed

**String:** 7425D4B9D88D7DA1E0830A2DEAAB5AE3FA911A8DBDBC76E510A06274C2987529F3DC058715A2F709A9D59F837E9B6B2D0B7F9E06DF4C1E67CE48555276662B77

**Encryption type:** SHA384

**Salt:** fov\$ss11l~\$@\$9~@^1zee~^\$1@ona08\$3^9\$~5v5nh6777A1FE3664-CB25-4B7B-9EA68D5BB041A0C8

At some stage of the booking process you may be required to enter other information such as a child's name if making a booking for a child or registering a child on a class list.

### Secure Sockets Layer Technology

The PTA Events website is secured using SSL technology for your extra peace of mind. SSL allows sensitive information such your login credentials to be transmitted securely. (Normally, data sent between browsers and web servers is sent in plain text leaving you vulnerable to eavesdropping. If an attacker is able to intercept data being sent between a browser and a web server they can see and use that information.) PayPal also use SSL to secure the connection between the client's browser and their website when paying for any products purchased.

### Data Protection

The website host is registered with the ICO (Information Commissioner's Office) the details of which can be seen using the link below. They take the security of data very seriously. Backups of the database are currently stored in secure cloud storage. <https://ico.org.uk/ESDWebPages/DoSearch?req=466002>

### PCI-DSS Compliance

PTA Events do not need to be PCI-DSS (Payment Card Industry Data Security Standards) compliant as they don't store any secure credit card data. All transactions are handled by PayPal who are level one PCI-DSS compliant and they secure customer's credit card details. After a transaction has been completed, PayPal sends an IPN (Instant Payment Notification) to a secure page on the PTA Events website notifying us that the order has been completed. No personal data is passed from the PTA Events website to PayPal. PTA Events have no access to your PayPal information other than notifications received from them upon order completion.

No website in the world can be 100% secure, as we've seen over the last few years with hackers gaining access to confidential data behind big corporate firewalls eg Adobe, Sony and ebay. As website host, programmer and database developer, PTA Events will apply best practice and keep up to date with new technologies to ensure your data is kept secure and private.