PRIVACY NOTICE

FOR

FOR PUPILS, PARENTS/FAMILIES/CARERS/LEGAL GUARDIANS REGARDING THE USE OF PERSONAL DATA FOR THE EdIS FINANCE & FEES MANAGEMENT SYSTEM (FFMS)

Version	Date Published	Responsible Officer
1.0	November 2026	Head of Finance & Business Operations

ABOUT US

Rathmore Grammar School is responsible for the personal information we hold about our pupils and their parents/carers. We are committed to protecting personal information and handling it in accordance with UK data protection legislation.

As part of the implementation of the replacement Finance & Fees Management System (FFMS), we need to share certain personal information with the Education Authority (EA), and approved suppliers acting on behalf of the EA. This information is required to support system migration, testing and implementation activities associated with the replacement FFMS solution.

This Privacy Notice explains:

- what information we share;
- why we share it;
- who receives it;
- how long it is kept; and
- your rights regarding your personal information.

If you have any questions about this Privacy Notice or how your information is used, please contact the school in the first instance info@rathmoregs.belfast.ni.sch.uk

Our Data Protection Officer is the Education Authority and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR. Please contact Education Authority, Data Protection Officer at dpo@eani.org.uk , telephone 028 8241 1300.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO). The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland
Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113
Website: https://ico.org.uk/

HOW DO WE COLLECT AND HOLD PERSONAL INFORMATION?

The personal information covered by this notice is collected and maintained as part of our normal administration of pupil records and is held either in our existing school management information system or financial management system.

WHAT PERSONAL INFORMATION WILL WE PROCESS?

We will share the following information:

Pupil Information

- Unique Pupil Number (UPN);
- name;
- date of birth;
- age;
- gender;
- school attended;
- year group;
- form class/tutor group;
- free school meals entitlement; and
- sibling links

Parent/Guardian Information

- name;
- address;
- telephone numbers;
- email address; and
- billing preferences

WHY DO WE SHARE THIS INFORMATION

We share this information to enable the EA and its authorised suppliers to:

- migrate data to the replacement FFMS solution;
- carry out user acceptance testing;
- undertake technical and environmental testing to verify that the replacement system functions correctly before it is deployed to schools; and
- support the delivery of the FFMS service.

Personal information will only be used for these purposes and will not be shared with unauthorised third parties.

LAWFUL BASIS

We will share personal information for the purposes described above because it is necessary for the discharge of our statutory functions in providing education and administering school services.

The primary lawful basis for this processing is therefore Article 6(1)(e) UK GDPR. Where any special category personal data is processed, the school will rely on Article 9(2)(g) UK GDPR together with the relevant condition in Schedule 1 of the Data Protection Act 2018.

HOW LONG IS THE INFORMATION STORED FOR?

Information shared for the above purposes will only be retained during the testing period. At the end of that period, all copies of the information, including any identifiable derived data, will be securely deleted or destroyed by the Education Authority (EA) and its authorised suppliers.

DATA SECURITY

Appropriate technical and organisational measures are in place to protect personal information, including:

- secure transfer of information;
- restricted access to authorised personnel only;
- security monitoring and audit arrangements; and
- formal contractual arrangements between EA and its suppliers

WHO WE SHARE PUPIL INFORMATION WITH

We will only share the above information with the EA, who in turn will share it with approved supplied.

TRANSFERRING INFORMATION OUTSIDE THE UK

Data will not be processed outside the United Kingdom unless it is permitted under UK data protection legislation and supported by the requisite legal, technical and organisational safeguards.

YOUR RIGHTS

Under UK GDPR, you may have the right to:

- request access to information held about you;
- request correction of inaccurate information;
- request restriction of processing in certain circumstances;
- object to processing in certain circumstances;
- request deletion of your personal data in certain circumstances; and
- lodge a complaint with the Information Commissioner's Office.

To exercise any of these rights, please contact the school in the first instance.

SUPPLIERS

The EA has appointed Furlong Business Solutioned Ltd as its supplier (data processor). Furlong's privacy notice (and that of its sub-processor, The Alpha School System) are available as follows:

https://furlongschoolbase.co.uk/elementor-3860/

https://www.tassweb.com.au/policy