

06 October 2011

Dear Parent/Guardian

As part of our ongoing Careers Education Information and Guidance programme, we benefit from the input of the Careers Service NI. A Partnership Agreement has been drawn up between School and Careers Service NI. To deliver effectively its support the Careers Service needs to obtain basic information about pupils ie pupil name, home address, date of birth and telephone number.

I write to seek your permission that, should it be required, we may pass on such information as held by us. The Careers Service has indicated that the information provided on pupils will be securely stored and that security conforms to all requirements under the Data Protection Act 1998. The information will not be supplied by the Careers Service to third parties. However it may be used in anonymous form for statistical analysis.

Should you not wish for this information to be passed on to Careers Service NI, please contact our Careers Administrator, Mrs Skuce, in writing. If we do not hear from you we will assume that permission has been granted.

The work of the Careers Department in School and the support received from Careers Service NI is much appreciated and valued.

Please do not hesitate to contact me should you require any further information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Wilson', written in a cursive style.

R Wilson
Principal