



6 October 2011

Dear Parent / Guardian

Re: Partnership with Careers Service NI

As part of our ongoing Careers Education Programme we work closely with Careers Advisers from Careers Service NI. This involves class talks, group sessions or one to one interviews.

To ensure this partnership works effectively the Careers Service require some basic information about pupils i.e. pupil name, home address, date of birth and telephone number. The information requested will only be used for careers guidance. The Careers Service assures us 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.

In the unlikely event that you do not wish this information to be given to the Careers Advisers please complete the reply slip below and ask your child to return the slip to the Careers Department in the college.

Many thanks for your co-operation on this matter.

Yours sincerely

L Barry

Mrs L Barry
Careers Co-ordinator

M White

Mrs M White
Principal

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I do not want the following information regarding my child to be given to the Careers Advisers : (Name, Home Address, Date of Birth and Telephone Number)

Pupil Name: _____

Class: _____

Signed: _____

