



St Augustine's Catholic College

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HEAD TEACHER: J C Alsop MSc BA(HONS)

Our Ref: JCA/FLW/ZGB
30 April 2018

Dear Parent/Guardian

WST/St Augustine's Information Sharing Agreement

St Augustine's Catholic College has an Information Sharing Agreement in place with the Tour Operator, WST Travel Ltd, of which we would like to make you aware as your son/daughter has a place booked on the trip to New York next year.

As part of the agreement the following information about students has been disclosed;

- Medical/dietary needs
- Passport details

This information;

- has been shared securely
- is stored securely by the travel company
- will only be passed to another organisation to make the trip possible
- will be destroyed once the trip and all related matters have been concluded.

Yours sincerely

J C Alsop
Head Teacher