



love serve hope

## Holy Trinity Primary School

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Friday 13th August

### CEDP Student Data Validation Information

Dear parents and carers,

#### ***Please update your contact details***

*On Monday 16 August you will receive an email or SMS (for those parents without email) from Catholic Education Diocese of Parramatta (CEDP) asking you to review and, where necessary, update the key information they hold about your children currently enrolled in CEDP schools.*

*The purpose of this review is to ensure that CEDP has the right details to correctly identify and support students, including contacting families in an emergency or to share important updates.*

*Steps have been taken to ensure this process is as secure as possible to protect your information and your family's privacy. Your information is only accessed by authorised staff when it is necessary and in accordance with our [Privacy Policy](#).*

*The link is **open until Friday 3 September** and I encourage you to complete the review/update as soon as possible to ensure that your family's correct details are on file. This is particularly important as Greater Sydney remains in lockdown due to the COVID-19 outbreak.*

*This [short "how to" video](#) may assist you with completing the process (use the closed caption icon to turn on subtitles). Please don't hesitate to contact the school office if you have any questions or concerns.*

*Only one person per family needs to complete the survey and it takes about 15 minutes to complete. If you have any questions or to seek help, please contact the CEDP Community Liaison Team on 9840 5796.*