



Diocese of Plymouth Parish Census

Parish Name

Section One

The information in this section will be used for the purposes of updating parish records and to support the pastoral care and administration of the Parish and Diocese. The information you provide will not be disclosed outside of the Parish or Diocese without permission.

Main details

Address			
	Postcode		
Email address			
Tel no		Mobile no	
Church normally attended			

Details of people living at this address

Use one column for each person – if needed please use another sheet.

	Person 1 (you)	Person 2	Person 3	Person 4
Surname				
Other Names				
Date of Birth				
Year arrived In Parish				
Sunday Mass attended (Vigil or Sunday Morning)				

Parish Activities – Please let us know of any Parish Groups/Activities you would like to see in the Parish.

Home Visits

Fr. Mark is planning on visiting Parishioners whether it is to give communion, to anoint the sick or just pop in for a cup of tea and a chat. We understand that Parishioners do have allergies to animals or may simply not want dogs in their home for whatever reason. Sometimes the visits will be planned ahead, but sometimes it may just be a calling in unplanned. Would you simply tick the relevant box below to confirm whether you are happy for him to bring Artemis with him.

YES	
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NO	
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Section Two

To comply with GDPR consent is required by all parties. Where a person is under the age of 13 consent is required by the parent/guardian between the age of 13 and 16 then consent is required by both parent/ guardian and the child. Over 16 by the individual only. By signing this form, you are consenting to your information being stored and used by the Diocese of Plymouth in line with our Privacy Policy and as set out in the attached privacy notice.

	Respondent 1	Respondent 2	Respondent 3
Full Name			
Date			
Signed			
Guardian if required			

Please return the completed form to the Parish Office , either in hard copy or electronically by email.
Thank you for taking the time to complete this form. Your assistance is greatly appreciated

Privacy Notices – Management of DATA within the Diocese of Plymouth

[UK General Data Protection Regulation \(GDPR\) and DATA Protection Act \(DPA\) 2018.](#)

INTRODUCTION

This notice is issued as part of our requirement under the GDPR. Historically we have managed personal data by consent and in most case, this will continue to be our lawful reason, the other being as part of the legitimate Interest of the Diocese for doing so. We also hold information for purposes such as Gift Aid, Health and Safety or Safeguarding where there is a legal obligation on us to do so. This notice sets out are legal basis for managing and retaining your personal data and is provided as an introduction to DATA privacy within the Diocese of Plymouth. For more detailed information you should refer to Diocesan Policy which is accessible via the Data Protection Manager dpm@prcdtr.org.uk or from the Diocesan website.

WHAT WE DO

The Diocese of Plymouth (Plymouth Diocesan Trust) is a registered charity (Charity number 213227) whose aim is the advancement and maintenance of the Roman Catholic religion in the Diocese of Plymouth. the provision of religious services. the education and training of priests. the provision and maintenance of churches, presbyteries, and schools. the maintenance and support of priests, the poor and others. In most circumstances the information we hold will have been provided by yourself and by consent. In other cases, such as safeguarding are lawful purpose is the legitimate interest of the Diocese and its duty to protect those with whom we come into contact with. We do not share data for the purpose of third-party marketing we do however share data where there is a legal requirement for us to do so, this would include organisations such as Her Majesty's Revenue and Customs, the Health, and Safety Executive and with statutory organisations for the purposes of safeguarding. We may also share data with other organisations where there is a requirement to protect the young and vulnerable or where required to do so as part of a canonical process.

HOW WE PROCESS YOUR DATA

Your DATA may be held in either paper or electronic form, in all cases it will be kept securely and used only for the purpose for which it was provided this may include keeping you updated on parish and diocesan activities, gift aid, managing attendance at events. If you apply for ministry in what is deemed to be regulated activity, then you may be required to complete a disclosure and barring service check (DBS). If you have any query as to how your DATA would be managed in a particular circumstance, then please do not hesitate to contact us.

RIGHTS

Under the GDPR you have several rights these include a right of access to the information we hold on you, a right to rectify any errors in the DATA we hold, a right to have your DATA removed a right to restrict processing and a right to data portability.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or Data Protection Act regarding your personal data.

Full details of our privacy policy can be found on the Diocesan Website

<http://www.plymouth-diocese.org.uk/wp-content/uploads/2019/04/Privacy-Policy-for- Website.pdf>

WHO TO CONTACT IF YOU HAVE ANY CONCERNS

Should you have any concerns or wish to discuss any aspect of Data Protection Management in the Diocesan then in the first instance please contact dpm@prcdtr.org.uk or phone 01364 645431

You can also complain directly to the Office for the Information Commissioner

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF