



Diocese of Plymouth Parish Census Form

Parish of St Catherine's, Wimborne

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 the Parish or Diocese without permission.

Household address

Address		
	Postcode	

Details of people living at this address

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

All responses are optional however this information will help us to look after our parish family.

	Person 1	Person 2	Person 3
Surname			
Other names			
Date of birth if under 18			
Telephone number			
Email address			
Occupation / School			
Baptised	Yes/No	Yes/No	Yes/No
When baptised			
Where baptised			
First Holy Communion	Yes/No	Yes/No	Yes/No
Confirmed	Yes/No	Yes/No	Yes/No
Married	Yes/No	Yes/No	Yes/No
Housebound	Yes/No	Yes/No	Yes/No
Year arrived in parish			
Country of origin			
Languages spoken			
Sunday Mass attended (Vigil or Sunday morning)			

Keeping in touch

Section Two

The Parish may contact you in relation to news, parish events, planned giving, fundraising and activities in your parish and in the Diocese. Please complete the following section if you consent to this:

	Yes	No
Are you part of the Gift Aid scheme?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like further information regarding the Gift Aid scheme?	<input type="checkbox"/>	<input type="checkbox"/>
I consent to the Parish of St Catherine's Wimborne contacting me to keep me informed about news, parish events, fundraising and activities in the Parish.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, I consent to being contacted by: <input type="checkbox"/> email <input type="checkbox"/> phone		

Parish activities

If you are involved in any parish activities, would like to be involved in parish activities or would like to offer your services, please complete the following section:

	Name of Person	Details
Do you belong to any relevant organisations (eg SVP Society, Legion of Mary, Prayer Groups)? If Yes, please give details.		
I have these skills that I would like to use for the Parish (eg gardening, building maintenance, admin., prayer leader, social events organiser etc.)		

Would you like to be involved with any of these parish activities? Please complete below.

Group	I already help (name)	I would like to help (name)
APF & Mill Hill Missionaries		
Altar Servers		
CAFOD		
Catenian Association		
Charity Action Group		
Children's Liturgy Group		
Christian Aid		
Cleaning of the Church		
Coffee after 9am Mass		
Coffee after 11am Mass		
Confirmation Group		
Counters Roster		
Dementia Support		
Eucharistic Ministers		
Finance Committee		
First Holy Communion		
Flower Arranging		
Gardening		
Gift Aid		
Hall Bookings		
Health and Safety		
Hospital Chaplain Bournemouth Hosp.		
Hospital Chaplain Poole Hosp.		
Ladies Group		

Group	I already help (name)	I would like to help (name)
Meditation Group		
Men's Cycling Group		
Men's Group		
Music Group		
Parish Evangelisation Team		
Parish Potter (SVP accessible 'walks')		
Prayer House Groups Liaison		
Readers (All Masses)		
RCIA/Adult Faith Forming (assistant)		
Rosary Group		
Sacraments		
Sacristans		
Safeguarding (Diocese)		
Safeguarding (Parish)		
Social Media		
St Vincent de Paul Society (SVP)		
Tea and Chat		
Teams of Our Lady		
Walk and Talk (SVP)		
Website		
Welcomers (5pm)		
Welcomers (9am)		
Welcomers (11am)		

Section Three

To comply with GDPR, consent is required to be given by all parties.

Where a person is under the age of 13 consent is required from the parent/guardian; between the ages of 13 and 16 consent is required by both parent/guardian and child; over the age of 16 consent is required from 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. Please use additional sheets if necessary.

Person 1

Signed	
Date	
Guardian if required	

Person 2

Signed	
Date	
Guardian if required	

Person 3

Signed	
Date	
Guardian if required	

Please staple all sheets together and return the completed form to the Parish Office, either in hard copy or electronically by email to wimborne@prcdtr.org.uk

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: <https://www.plymouth-diocese.org.uk/>

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 Diocese then in the first instance please contact dpm@prcdtr.org.uk or telephone 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

Helpline: 0303 123 1113

Email: casework@ico.org.uk

Website: <https://ico.org.uk/>