

**DIOCESE OF BRENTWOOD**

**DRAFT PRIVACY NOTICES**

**FOR USE ON PARISH FORMS WHERE THE DATA SUBJECT’S CONSENT IS NOT REQUIRED**

***[N.B. –*** *wording in blue font* ***is for you to adapt according to your circumstances]***

***(1) For collecting names of a small group, rota, committee or team where inclusion does not require the person to be a Catholic***

**Data Protection** - Your personal details given above will only be stored and used by the Parish for the purposes of the [ flower rota ] [ Finance Committee ] [ choir ] [ Connect group ] [ make up your own ] and may be shared with other members in that group, but will not be disclosed outside the parish. Details of how we process your data, and your rights, are on the Privacy Notice which is on the Diocesan website: [*http://www.dioceseofbrentwood.net/diocese/data-protection/*](http://www.dioceseofbrentwood.net/diocese/data-protection/)

***(2) For a parish event – on a booking form***

**Data Protection** - Your personal details given above will be stored and used by the Parish only for the purposes of running and administering the [Jubilee dinner] [Carol concert]. They will not otherwise be disclosed outside the parish. Details of how we process your data, and your rights, are on the Privacy Notice which is on the Diocesan website: [*http://www.dioceseofbrentwood.net/diocese/data-protection/*](http://www.dioceseofbrentwood.net/diocese/data-protection/).

*This assumes no sharing of names with outside caterers, for labelling of veggie meals, and no subsequent communication (save possibly over refunds, lost property etc.). It also assumes that members of the general public, with no connection with the parish, are not completing these forms. If they are, their specific consent is required.*

***(3) For a parish census – no communications, no external purpose***

**Data Protection** – The personal details of yourself and family members given in the parish census form will only be stored and used by the Parish for internal administrative and organisational purposes of the Parish. They will not be disclosed outside the parish. If statistics from the census are shared with the Diocese or anyone else, they will be strictly anonymised. Details of how we process your data, and your rights, are on the Privacy Notice which is on the Diocesan website: [*http://www.dioceseofbrentwood.net/diocese/data-protection/*](http://www.dioceseofbrentwood.net/diocese/data-protection/).

*Generally, do not ask for more data that you are actually ever going to use. In particular, do not ask for Special Category Data such as religion, race or ethnic background unless you have a legal basis for doing so under Article 9 of the GDPR; you may also need the data subject’s consent to do so.*