



RC Archdiocese of Southwark

Address: White Friars, Church Rd, Hartley, DA38DW

Parish Office Tel: 01474705361 **Parish Office Email:** hartley@rcaos.org.uk

Parish priest: Fr. Alphonsus Beni CSSp. **Email:** alphonsusbeni@rcaos.org.uk

St. Francis de Sales Parish Registration Form

Surname	
Forename(s):	
Name & age of any Dependents:	
Address1:	
Address2:	
Town:	
County:	
Post Code:	
Telephone:	
Mobile:	
Email:	

What skills can you bring to our parish?

	Yes	No
Opt in to receive the parish newsletter on email		
Opt in to receive other parish/diocese related news		

Are you a member of any parish or Diocese group eg Knights of Columba, St Vincent de Paul, Legion of Mary?

DATA PROTECTION

How do we collect this personal information?

All the information collected is obtained directly from you via Parish Registration Form, letter, or email.

The lawful basis for collecting and storing your information is to register you as parishioners and to inform you about parish activities, news, and events.

How do we use your personal information?

We will send you messages by email, post, and telephone, on parish matters only. If at any time you decide you no longer wish to receive messages by any of these methods, please advise the parish office in writing.

Who do we share your personal information with

The information is only for parish use or if we have a statutory duty to disclose it for other legal and regulatory reasons. Where we need to share your information, we will seek your explicit written consent and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

Your registration information will be stored indefinitely unless you request removal, or you cease to be a parishioner of St. Francis de Sales, Hartley.

How your information can be updated or corrected

To ensure the information held is accurate and up to date, you need to inform us about any changes to your personal information. You can do this by contacting the parish office hartley@rcaos.org.uk

On an annual basis, you will have the opportunity to update your information, as required.

Should you wish to view the information that the parish holds on you, you can make this request by contacting the Parish Secretary.

There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons.

Otherwise, we will usually respond within 14 days of the request being received.

How is your personal information stored?

Your information is held on a database and stored on OneDrive and only accessed by the Parish Office.

Contact

If you have any queries about this policy, or any complaints about our privacy practices, please contact the Parish Office