

**General Data Protection Regulation (GDPR)** – this is something you will have heard a lot about recently. The Diocese’s Data Protection Policy, and the diocesan Privacy Notice, are on the website:

<http://www.dioceseofbrentwood.net/diocese/data-protection/>

There are a number of areas where we now need to have a person’s written consent, and we ask you to bear with us while we collect these:

- **Naming the Sick and the Housebound in the newsletter (hard copy) – consent not needed, but.....**
  - One of the Frequently-Asked Questions is whether we can continue to list the names of the Sick in the Newsletter. After some consultation, we have been advised that we can list names of the Sick in the Newsletter so that the parish community can pray for them. But we cannot give any additional information (such as the address or the nature of the illness).
  - **However** – we have been advised that we do need consent if we include the names of the Sick and the Housebound in the version of the newsletter which appears on the parish website. That is because the website version of the newsletter is available to “the public at large”. (It could be argued that “the public at large” can pick up a hardcopy of the newsletter from any parish, but apparently this is not considered high risk.)
- **Ministry to the Sick and Housebound – consent needed**
  - Where we are sending Ministers out to the Sick and Housebound, we will have to try and obtain consent from the sick/housebound person, as we will be sharing their address details among the Ministers.
  - If seeking consent to share address details, you could also ask them for consent for (i) having their name read out at Mass (ii) having their name included in the website version of the Parish newsletter. (See the Revised Consent Form for the Sick and Housebound on the Data Protection page on the diocesan website.)
- **Sacraments – consent needed if there is going to be follow-up**
  - When applying for the sacraments of Baptism, First Holy Communion, Confirmation and Marriage, you will now need to complete a consent form to allow the Parish and Diocese to hold your personal details in case we need to follow up with you at a later date, or share your details with other parishes and/or dioceses.
- **Funerals – consent needed if there is going to be follow-up**
  - If you have recently lost a loved one and are meeting with the priest to plan the funeral liturgy, he will now ask you to sign a Consent Form in order for the Parish to hold your personal details in case he needs to follow up with you at a later date.
- **Newsletter – consent needed if we publish your personal details**
  - The website version of the parish newsletter is accessible to people outside the parish community. Therefore, if you ask to put a note in the Parish newsletter (or in the newsletters of any other parishes in which you have asked your notice to be published) which includes your personal details (telephone number, address, e-mail address) as well as your name, we will ask you to complete a Consent Form.
  - We cannot publish any such notices until you complete and return the Consent Form.
- **Rotas for Ministers – consent needed**
  - Readers and Eucharistic Ministers will now have to complete and return a Consent Form allowing (i) their names to be included in rotas which may be displayed in the church/ in the parish newsletter, and (ii) their contact details to be distributed to other Ministers for the purposes of arranging swaps where necessary.
  - We would ask Ministers to return their Consent Forms promptly, as it will be extremely difficult to create rotas without knowing who has consented. Please note that we can no longer leave rotas in church porches for collection by Ministers, so please ensure we have your contact details.
- **BUT!!! Mass Intentions – consent NOT needed**
  - We generally don’t need consent for Mass intentions for an individual, particularly where the Parish Priest knows the individual and also the person who is asking for the intention, and the published intention does not include any personal data.

***See also the Frequently-Asked questions on the Data Protection page on the diocesan website***