

Parish Data Consent Form – Sacramental Preparation

The Parish of **St James'** is part of the Archdiocese of St Andrews & Edinburgh, a Charity Registered in Scotland No SC008540.

You wish to enrol, or enrol your child, with the Parish to receive one or more of the following sacraments: Baptism, Reconciliation, Communion, Confirmation, Marriage.

- Under Canon Law, Parish Registers need to be maintained. The personal data you provide which is recorded in the Parish Register will be retained in perpetuity by the Parish, specifically for the lifetime sacraments of Baptism, Confirmation and Marriage.
- Data provided for Marriage Preparation and supporting documentation will be retained in perpetuity in the Parish archive in the event it may be required in future.
- Personal data provided for other sacraments will be retained by the Parish for the duration of the sacramental preparation process and will then be deleted within six months as confidential data.
- This approach applies equally to the sacraments received under the Rite of Christian Initiation of Adults (RCIA) or of Children (RCIC) programmes.
- For the sacraments of Confirmation and Marriage, we may advise the baptismal parish that these sacraments have been received, thereby enabling the baptismal parish register to be updated. Your / your child's baptismal parish may be located beyond the Archdiocese.

Please tick the box to confirm that you understand and agree how we will use your data.

I agree that my / my child's registration details may be held by the Parish as part of the relevant sacramental process.

Please complete your signature, name and name of child where relevant (in block capitals) & date of consent:

Name	
Signature	
Date	

Your details will not be shared with anyone else outside of the Archdiocese other than as stated above and set out in our Privacy Notice and our Safeguarding Policy:

You can read our online Privacy Notice at: <https://archedinburgh.org/privacy-policy/>

You can read our Safeguarding policy at: <https://ingodsimage.bcos.org.uk>