# {insert parish details}

# Privacy Notice for Parents and Primary Carers presenting their Child for Baptism

[name of] Parish looks forward with joy to sharing with you the occasion of your child’s baptism. Baptism is the way in which a person becomes a Christian and begins their journey of membership of the Catholic Church.

This notice is intended to inform you of the personal information we collect about you and your child, and how this information will be processed. We are obliged to give you the information in this notice under the data protection rules currently in force.

## Who we are

The Parish of [name] is part of the Diocese of Salford which is a registered charity (number 250037) and legally it is the Diocese who collects and processes the personal data when a person is baptised.

## The Data we Process

The data we collect is your child’s full name, sex, address, date of birth, and the names of the child’s parents and god-parents. Your child’s baptism is a very important occasion and marks the beginning of their journey in faith. The data we collect is retained in order to ensure that your child’s membership of the church is recognised at key moments of their faith journey such as Penance, Confirmation, Communion and Marriage.

## Additional Data and its use

Other personal data such as telephone numbers and email addresses may also be collected. By baptism a child becomes a Catholic, and at least one parent and one god-parent must also be Catholic. We will ask you to confirm this is the case and we will record which parent(s) and god-parent(s) are Catholic. Information about religious belief is a special category of personal data.

We collect this additional data to allow you to fulfil your desire to have your child baptised; so that we can contact you about the arrangements for the baptism; and, to allow your child to exercise his or her rights in the Church later in life. These rights might include being Confirmed, making their First Communion, getting Married in the Catholic Church or attending a Catholic school.

Under the data protection rules this means our legal justification for collecting and processing the personal data mentioned in this notice is not just that we have your consent to do so, but also that it is in the diocese’s interest to know who has been baptised.

The data you provide is not shared with other parties without your permission unless we are obliged in law to do so. In time, the fact of your child’s baptism may be shared with a school or another parish (should you move away) in order to facilitate his or her admission to school or access to other sacraments, such as Penance, Confirmation, Communion or Marriage. This sharing will be as a result of your request or the request of your child when he or she is old enough to make the request on their own account.

Each year the total number of baptisms celebrated in our parish is reported to the bishop who compiles data for the whole diocese. This information helps plan pastoral care across the diocese, including provision of school places. This is limited to sharing of statistics only.

The personal data will be kept in the parish Register of Baptism permanently, and you or your child has a right to a copy of the entry. Once your child reaches the age of 18 he or she will be in a position to exercise these same rights on their own behalf.

The full version of the diocesan data privacy notice is available on the diocesan website: <https://www.dioceseofsalford.org.uk/privacy-policy/>