

# **Our Lady of Good Counsel Parish**

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## **Parishioner Data Retention Policy**

### **Introduction**

The following policy describes how Our Lady of Good Counsel Parish will record, save and use personal data of Parishioners.

### **Collecting Data**

Personal Data will be collected by using the **Parishioner Registration Form**. This will be used for new Parishioners and Existing Parishioners when parishioner data is reviewed.

### **Data Storage**

The original paper record will be stored in a locked filing cabinet. Data will be transferred to the Parish Electronic Database by those authorized to do so by the Pastor. The Electronic Database will be password protected.

### **Access to Data**

Only those authorized by the Pastor will have access to Parishioner Data.

Any parishioner may have access to their own records, or that of dependent children or others living at the same address. The request should be made in writing and sent to the Pastor.

Third Party access to an individual's Personal Records requires the express written permission of the Parishioner concerned and at the discretion of the Pastor and possible payment of a fee to be determined by the Parish Council.

### **Amending Data**

Data will be amended

1. When a parishioner informs the Parish of a change of circumstances, e.g. change of address, phone number etc.
2. After an error or a change of details has been identified during a regular review.
3. When an error is discovered by Parish Staff.

In such circumstances the paper records will be amended or replaced, depending on the circumstances. If the record is replaced, the original will be destroyed.

Electronic records will be updated and the previous record will be overwritten.

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## Removing Data from Active Files

Data will be removed from active files when:

1. A parishioner makes a formal written request for any of their own or dependent's personal data to be removed from the active parish records.
2. A regular review identifies people that are no longer members of the parish.
3. Where a record is duplicated, for example when a child leaves the family home and still resides in the parish.

Approved:



**Rev. Steven Shadwell**  
**Pastor**

Date:

