



ST THOMAS OF CANTERBURY
Woodford Green

Parish Database

The Parish of St Thomas of Canterbury, Woodford Green is committed to ensuring that the information we hold about individuals (including personal e-mail addresses) is properly and securely managed in accordance with legal requirements on data protection and direct marketing. In doing this we follow the Policy and guidance provided by the Diocese of Brentwood.

In line with good practice, and our legal obligations, we need to review information that we currently hold for our parishioners.

We must ensure as far as possible that it is accurate, up-to-date, and that we have consent to use it for parish purposes.

The simplest approach is by starting to build a new database and we seek your assistance to do this. The database is held and updated on the Parish Office PCs and is only accessible by authorised users which is Parish Staff and Friars.

Please see below useful information, which will tell you how we are going to do this and hopefully answer any question that you may have.

Thank you for your assistance with updating our records.

The Parish Council

FAQs

<p><i>How will you look after the data that I provide?</i></p>	<p>Please be assured that your data will be held securely and only those who are authorised will have access to it. It will only be used for matters relating to St Thomas' and will not be shared.</p>
<p><i>How will the data be collected?</i></p>	<p>We will ask you to provide information about you and your family. We have created an online form for you to download and complete. Once completed all you will have to do is to press the submit button.</p>
<p><i>What if I cannot use an on-line form?</i></p>	<p>We will provide a form, which you can complete manually and hand into the Parish Office.</p>
<p><i>When will you ask us to provide this information?</i></p>	<p>We will start this exercise in late June/July with the aim of building the new parish database in August. This will mean that everything will be in place for future communications, including the newsletter by the beginning of September.</p>
<p><i>What is the reason why you need my personal data?</i></p>	<p>In most instances, the Parish will collect personal data on the grounds of "legitimate interests". A legitimate interest includes helping an organisation to function, and to achieve its goal or primary objective in accordance with its charitable aim (in our case, this aim would be "in pursuance of the Roman Catholic faith and Pastoral Care provided to members of the Parish/church community"). This will enable us to know who our parishioners are, and to use that information to plan sacramental programmes and other relevant events.</p>
<p><i>Do I have to give consent for the parish to hold data about me and any others in my household?</i></p>	<p>By giving us your information that implies consent to hold it. However, you need to give a positive permission (consent) for the Parish to contact you. This needs to be provided for each individual who wishes to register. You will be asked to consent to the following:</p> <p style="text-align: center;"><i>I consent to the Parish and Diocese to contact me for the purpose of keeping me updated on news, events, fundraising, and activities within both the parish and the Diocese.</i></p>
<p><i>What if there is more than one adult in the household?</i></p>	<p>An adult may provide information about those in their household but they can only give personal consent for us to contact the person providing the information. This is because one adult may not consent on behalf of another so if any others in the household wish to be contacted or receive our newsletter as an example they will have to give individual consent. There will be space on the form to do this individually.</p>

<p><i>What if there is children living in the household?</i></p>	<p>We have been advised that the minimum age a child must be to give consent to contact them is 12. However, when we invite those in School year 10 to join our confirmation programme we will also seek their consent to be contacted for St Thomas' related matters and activities.</p> <p>In addition, once your child reaches the age of 18 they can decide to register in their own name by completing the form on the website.</p>
<p><i>How will I receive the on-line form?</i></p>	<p>If you receive our newsletter by email, the link will be emailed to you, and in addition, there will be a leaflet in Church, which will also contain the link to the form.</p>
<p><i>What will happen after the data is collected?</i></p>	<p>When we have imported all the new data onto the new database, we will send you an acknowledgement email, subject to you giving your consent to contact you.</p> <p>We will use the email address(es) you provide for future communications with the Church about events etc.</p> <p>If you provided a mobile contact number(s) we will use this for any WhatsApp communications we set up in the future</p> <p>If you volunteer we will set up specific communication groups to keep you updated about any changes or updates.</p> <p>We will ask you how you would like to be communicated with in future</p> <p>(For example) I would like to be contacted by:</p> <ul style="list-style-type: none"> • Post Address: • Phone Number: • Email Address: <p>But please bear in mind when responding that our newsletter will be sent out by email Only</p>
<p><i>Future sacramental programmes?</i></p>	<p>We will use the data that you provide to email you about future programmes such as first Holy Communion, confirmation etc.</p>
<p><i>How can I get assistance?</i></p>	<p>PPC/Staff will be available before & after weekend masses to assist those with the completion of data if needed.</p> <p>You can also call into the parish office on a Thursday morning and they will assist you.</p>
<p><i>How will my records be kept up to date after the new database collection is complete?</i></p>	<p>We will provide a new on-line form going forward for you to update your records in future. This is important as it ensures that we only hold relevant data. In addition, if you are moving out of our parish area we will ask that you inform us so that we can note your records and if you wish, remove you from any communications that we send.</p>

<i>How will you keep my records up to date?</i>	We will remind you about updating your records on an annual basis in future, commencing in 2025.
<i>How will I receive the newsletter in future?</i>	In August, we will stop issuing newsletter by email whilst we update consent. Once the new records and consents have been received, we will send the newsletter by email to the email address that have been provided to us. This is likely to be for the first weekend in September 2024.
<i>What happens if I do not provide the new registration?</i>	If no information is provided then we will not be able to keep in touch with you and update you about parish events etc.
<i>Will the Parish hold the previous information I have provided?</i>	Any records on the old database will be held for historical and statistical purposes only. We will not use the data to contact you.

How to access the form

1) To access the online form, open your smartphone camera app and point the camera to this QR code and select the yellow link box that appears at the bottom of the screen



2) Visit this link

<https://forms.office.com/r/NfWFWA3wYE>

3) Visit this page

www.stthomaswoodford.org/reg

4) Hard copy forms are also available from the Parish Office