[Insert name of parish]

[Insert parish address]

[Insert parish contact details]

**Parish Census Form**

#### Section One

#### *The information in this section will be used for the purposes of updating parish records and to support the pastoral care and administration of the Parish and Diocese. The information you provide will not be disclosed outside of the Parish or Diocese without permission.*

#### Main details

|  |  |
| --- | --- |
| Address |  |
|  |
|  | Postcode |  |
| Email address |  |
| Tel no |  |
| Mobile no |  |

#### Details of people living at this address

*Use one column for each person – if needed please use another sheet.* *All responses are optional.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person 1 (you)** | **Person 2** | **Person 3** |
| Surname |  |  |  |
| Other Names |  |  |  |
| Date of Birth |  |  |  |
|  |  |  |  |
| Occupation or School |  |  |  |
|  |  |  |  |
| Baptised | Yes/No | Yes/No | Yes/No |
| When Baptised |  |  |  |
| Where Baptised |  |  |  |
| First Holy Communion | Yes/No | Yes/No | Yes/No |
| Confirmed | Yes/No | Yes/No | Yes/No |
| Married | Yes/No | Yes/No | Yes/No |
| Housebound | Yes/No | Yes/No | Yes/No |
|  |  |  |  |
| Year arrived in Parish |  |  |  |
| Country of Origin |  |  |  |
| Languages spoken |  |  |  |
| Mass attended (e.g. 8:30am Sun) |  |  |  |

#### Section Two

#### Keeping in touch

The Parish and the Diocese may contact you in relation to planned giving, news, events, fundraising and activities in your parish and in the Diocese. Please complete the following section if you consent to this:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I have a box of offertory envelopes | 🞏 | 🞏 |
| I would like a box of offertory envelopes | 🞏 | 🞏 |
| Are you part of the Gift Aid scheme? | 🞏 | 🞏 |
| Would you like further information regarding the Gift Aid scheme? | 🞏 | 🞏 |
| I consent to the Parish of [insert name of parish] contacting me to keep me informed about news, events, fundraising and activities in my parish.  | 🞏 | 🞏 |
| I consent to the Diocese of Hexham and Newcastle contacting me to keep me informed about news, events, fundraising and activities in the Diocese.  | 🞏 | 🞏 |

#### Parish activities

If you are involved in any parish activities/would like to be involved in parish activities or would like to offer your services, please complete the following section:

|  |  |
| --- | --- |
| Do you belong to any organisations? (e.g. SVP) |  |
| Would you like to be involved with any parish activities? Please give details. |  |
| I have these skills that I would like to use for the Parish |  |

I consent to being contacted by:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 🞏 | email | 🞏 | phone | 🞏 | text | 🞏 | post |

#### Section Three

I confirm that all individuals whose information has been provided on this form have agreed for it to be provided to the Parish and Diocese:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return the completed form to [insert details].

You can withdraw or change consent at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address]. All processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes stated above. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at [www.rcdhn.org.uk/dataprotection/dataprotection.php](http://www.rcdhn.org.uk/dataprotection/dataprotection.php) or by request from the parish.