

# COMPLIANCE WITH GDPR REGULATIONS

## SACRAMENTAL REGISTERS – Request for copy entries

Our Sacramental Registers contain information which reveal religion. To comply with GDPR regulations which came into effect in May 2018, please be aware that we cannot send copy entries out to anyone who requests a copy, unless the copy entry is for the person who received the sacrament. Proof of Identity will be required before a copy entry is provided.

For a child under the age of 12: The parent will need to supply a proof of ID and a copy birth certificate of the child.

For a child over the age of 12: The child will need to ask for the information themselves or alternatively, write authorising the release of the information to the parent: in which case, we need to see proof of ID of both parent and child.

For a living adult: The adult in question will need to ask for the information themselves and supply proof of ID. Alternatively, the adult can write authorising the release of the information to a nominated person; in which case, both adults need to supply proof of ID.

### About us

The parishes of the Immaculate Conception, Bicester and Holy Trinity Hethe are part of the Roman Catholic Archdiocese of Birmingham, registered charity number 234216. If you have questions about this notice, then please contact one of our Data Compliance managers at Cathedral House, St Chad's Queensway, Birmingham, B4 6EX, on 01212306216 during office hours. You can read our privacy policy at

<https://www.birminghamdioceses.org.uk/privacy-policy>