

St Mochta's Church

## Website Cookies Privacy Statement

As part of the Data Protection legislation (GDPR), we would like you to know how we collect and manage your data when you contact us through this website. This data could include your name, address, email and/or phone number which we may collect because of the nature of your correspondence or request.

We will only keep your personal data for as long as your general request takes to complete, and we assure you that your details will not be passed on to any unauthorised third parties. Where you request/register for the Sacraments or family history please see here the way your information is managed and maintained.

St Mochta's Parish collects your data so that we can:

- Manage your correspondence or request.
- Reply to you by email, letter, or phone call to address your request.

To clarify the ways your personal details, depending on your request, are securely kept as follows:

### **Baptism, Confirmation & Marriage Registers**

These are unique records and will be kept **permanently**.

### **Burial/Death register**

These are unique records and are a permanent record.

### **Pre-Nuptial Enquiry and Marriage Documentation**

These documents are retained for 75 years.

### **Baptism Registration form**

These forms are kept for one year after the baptism has taken place and then destroyed by confidential shredding. The information from the registration form and Birth Certificate is transcribed into the Baptismal Register which are kept permanently.

### **Request for Baptism, Confirmation and/or Marriage Certificate**

These request forms are maintained for one year after the certificate has been issued. They will then be confidentially shredded.

### **Registration for Baptism, First Holy Communion or Confirmation.**

These Registrations Forms contain your consent to hold your information indefinitely and will only be held for one year after you register unless you give consent for your details to be held and used in relation to other parish activities. The Registration Forms are confidentially shredded.

**Family history enquiries** are kept for one year after the request has been completed and will be destroyed by confidential shredding or deleted.

For more information on your rights regarding data protection please go to <https://www.dataprotection.ie/en/individuals>

This policy applies only to St Mochta's Parish Website. If you require further details on our privacy policy please do not hesitate to contact us.