SO11: Attendance Register for Sacristy

Safeguarding Office
CATHOLIC DIOCESE OF DOWN AND CONNOR

All Clergy, Alter Servers, Sacristans and others who visit the Sacristy before or after liturgical services are requested to sign this sheet.

Visiting Priests; Any priest from outside the Diocese of Down and Connor who wishes to participate in any ministry in this Church is required to provide the Parish Priest or his delegate with a valid celebret. Confirmation of this should be recorded by the Parish Priest or his delegate in the Sacristy Register.

Name of Parish:

Date:

Name:	Signature:	Ministry:	Time in:	Time out:

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Name:	Signature:	Ministry:	Time in:	Time out:

Data Protection This formwill be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at **http://www.downandconnorsafeguarding.com/privacy-notices/**
The data entered will be used only for the purpose indicated on the formand will be held confidentially. The datamay only be accessed by those with responsibility formanaging records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.