

POLICY 1.8 Registration of Parishioners

Purpose

The principal purpose of registering all parishioners is to ensure that the parish priest knows who his people are. By their reception of the sacrament of baptism, all Catholics are members of the universal Church and are counted as part of the parish in which they reside, regardless of personal practice or depth of commitment. As the parish priest and the diocesan bishop have an obligation and the privilege to serve all Catholics in their care, they must know who they are.

The second purpose is to allow effective and efficient communication with all Catholics, by parishes and by the Archdiocese.

The information in a registry of parishioners will not be used to solicit financial support, by either the parish or the Archdiocese.

Protection of personal information of parishioners

The policies regarding the collection of parishioner personal information of the Archdiocese and its parishes have been formulated in compliance with the *Personal Information Protection Act* of Alberta. The person responsible for ensuring this on-going compliance is the Chancellor.

The Archdiocese encourages all parishes, where possible, to maintain an electronic database version of a parishioner register. The preferred software for this purpose is Parish Friendly. The individual hard copies that may exist are to be retained in a secure location in the church or rectory, only. Under no circumstances are personal data to be housed outside of the church or rectory, in either paper or digital format.

For parishes that do not have an office computer that can be password protected, the data should be housed in hard copy only.

Information to be included in parishioner registration

Parishes should use Form 1.8.a to collect the desired information about parishioners.

Every effort should be made to provide all the information, for each person. However, the Archdiocese recognizes and respects that some people will be reluctant to do so, and leaves it to the discretion of the parish priest as to what will be considered a completed registration.

Parishes are encouraged to be open about the purposes for which the information is being collected and to assure parishioners that it is only for the use of the parish and the Archdiocese. For parishes that choose to conduct the registration using one-on-one interviews, those conducting the interviews should wear or carry parish-created identification.

Accepted by the College of Consultors on 28 September 2011

Amended by the College of Consultors on 20 October 2015

