

Privacy Guidelines for Parishes

- Sacramental records are stored in secure cabinets. Information is released under the guidelines of the diocesan archives (www.rcec.london.on.ca/Archives).
- Computers with parish membership data are secured with passwords.
- Volunteer ministers files are stored in secure cabinets with limited access.
- Personnel files are stored in secure cabinets with limited access.
- Individuals are told why personal information is needed and how it will be used.
- Parish registration forms include consent to use personal information for parish needs.