

**OUR LADY OF GRACE PARISH MEMBERSHIP FORM**



**HOUSE HOLDER 1 DETAILS**

Title: Dr/Mr/Mrs/Miss/Ms/Mst/Other: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Given Name(s): \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Wedding Date: \_\_\_\_\_ Nationality: \_\_\_\_\_ Ethnic Background: \_\_\_\_\_  
 Language Spoken at home: \_\_\_\_\_ Religious Denomination: \_\_\_\_\_  
 Baptised:   
 First Eucharist:   
 Confirmed:   
 Parish Involvement (i.e. do you volunteer on any rosters?): \_\_\_\_\_  
 \_\_\_\_\_  
 How long have you been in the parish: \_\_\_\_\_

**HOUSE HOLDER 2 DETAILS**

Title: Dr/Mr/Mrs/Miss/Ms/Mst/Other: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Given Name(s): \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Wedding Date: \_\_\_\_\_ Nationality: \_\_\_\_\_ Ethnic Background: \_\_\_\_\_  
 Language Spoken at home: \_\_\_\_\_ Religious Denomination: \_\_\_\_\_  
 Baptised:   
 First Eucharist:   
 Confirmed:   
 Parish Involvement (i.e. do you volunteer on any rosters?): \_\_\_\_\_  
 \_\_\_\_\_  
 How long have you been in the parish: \_\_\_\_\_

Preferred Title(s) and Name(s) for Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ (Please inform if silent numbers apply)

**Details of Children Living at Home (regardless of age)**

Name of Child	Birth Date	Nationality	Gender	Bapt	Rec	Each	Conf	Name of School/ Occupation	Parish Involvement
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Are you currently enrolled in our Sacrificial Giving Programme?

I would like to enrol in the Sacrificial Giving Programme and pledge the following:  
 \$\_\_\_\_\_ Weekly/Fortnightly/Monthly/Quarterly/ Twice Yearly/Yearly (please circle).

I wish to make the above contribution by Direct Debit/Credit Card/Envelopes (please circle)

**Additional Information**

Is there anyone housebound living in your home? Yes/No

If yes, would they care to receive any home visits? e.g. for sacraments, pastoral care etc.

Name: \_\_\_\_\_

**Your privacy is important to us**

This statement outlines the Parish's policy on how it uses and manages personal information provided to or collected by it. It does not relate to records collected and held by the Parish school. The school (or other body if applicable) has a separate policy statement, which is available on request.

The Parish may from time to time review and update this policy to comply with all relevant legislation and to take account of changes in technology, changes to the Parish's operations and practices and to make sure that it remains relevant to the Parish environment.

**What kind of personal information does the Parish collect and how does it collect it?**

The Parish collects and holds personal information, including sensitive information about:

- Children and their parents and/or guardians and may be related to children receiving sacraments or pastoral care.
- Adults receiving sacraments or pastoral care and witnesses to sacraments.
- Job applicants, staff members, religious undertaking work in the Parish, volunteers and contractors.
- Fundraising.

***Personal information you provide.***

The Parish will generally collect personal information held about an individual by way of forms filled out either by the person or the parent/guardian, face to face meetings, interviews and telephone calls.

***Personal information provided by other people.***

In some circumstances the Parish may be provided with personal information about an individual from a third party, eg a reference about an applicant for a position.

**How will the Parish use the personal information you provide?**

The Parish will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection, or to which you have consented.

***Children and their parents and/or guardians.***

The Parish's primary purpose of collection is to enable it to administer the sacraments and pastoral care to children of the faithful. Collection may be required if the Parish offers after school care or social/sporting facilities. This information may be required to provide care for the child while under supervision.

The purposes for which the Parish uses personal information of children and their parents and/or guardians include:

- Keeping parents and/or guardians informed about matters relating to the child's spiritual life, through correspondence and newsletters
- Day to day administration
- Looking after the child's spiritual and physical wellbeing
- Seeking donations
- Satisfying the Parish's legal obligations and allow the Parish to discharge its duty of care.

In some cases where the Parish requests personal information about a child or parent and/or guardian and the information is not obtained, the child may not be able to receive the sacrament or be enrolled in the Parish program. Where the Parish is collecting information of this kind, it will issue a copy of the Standard Collection Notice, upon request.

***Adults.***

The Parish's primary purpose of collection is to enable it to administer the sacraments and pastoral care to adult parishioners. Information is used for purposes similar to the use for children.

Where the Parish is collecting information of this kind, it will issue a copy of the Standard Collection Notice, upon request.

If you would like further information about the way the Parish manages the personal information it holds, please visit our website [www.ourladyofgrace.com.au](http://www.ourladyofgrace.com.au)