

# Attendance Register for Sacristy

All Clergy, Altar 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 celebrat. Confirmation of this should be recorded by the parish priest or his delegate in the Sacristy Register.

*(Please use new page when date changes. Where date continues from previous page, please re-enter it.)*

Date: \_\_\_\_\_

Name	Signature	Ministry	time in	time out

**Data Protection** This form will 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 form and will be held confidentially. The data may only be accessed by those with responsibility for managing 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.