

# Data Protection

The Data Protection Act places restrictions on who can have access to the information in our sacramental registers.

Certificates relating to celebrations of the sacraments within the restricted period may only be issued to a 'data subject', i.e. a person directly named in a particular sacramental record, and only then when they have made the request in writing. **They will not be issued to a relative or any other person, except as noted below.**

The written requests for certificates are to be filed in the parish office, by sacrament concerned and in date order.

## Baptism

Our Baptism registers are restricted for 100 years.

Copies of the record of baptisms conducted within the past 100 years may be issued only when we have received a request in writing from one or other of the following:

- a data subject
- the parent/guardian of a data subject aged less than 16 at the date of the request.

## Confirmation

Our Confirmation registers are restricted for 90 years.

Copies of the record of Confirmations conducted within the past 90 years may be issued only when we have received a request in writing from:

- a data subject
- the parent/guardian of a data subject aged less than 16 at the date of the request.

## Marriage

Our parish marriage registers are restricted for 85 years.

Copies of the record may be issued only when we have received a request in writing from a data subject. **Please note that in all cases where there are additional notes entered into a marriage record the request for a copy of the record must be passed to the parish priest before any information is provided in response to the request.**

The *Civil Marriage Registers* are only retained in the parish for 2 years after the date of the last entry. If someone asks for a copy of their civil Marriage certificate and the relevant civil register is no longer retained in the parish, they must obtain a copy of the certificate from our local registry office:

Westminster Register Office  
Westminster Council House  
Marylebone Road  
London, NW1 5PT