**GENERAL RETURN FOR 2020/2021**

PLEASE DO NOT DELAY SENDING IN THE PARISH FINANCIAL RETURN WHILE THIS RETURN IS COMPLETED. NEVERTHELESS, A PROMPT RETURN WILL BE APPRECIATED AND, IN ANY EVENT, BEFORE 30th JULY 2021.

**PARISH: ....................................................................................**

**PARISH GOVERNANCE**

(Canon Law. 535 §§4-5; 537; 1287 §2)

1. How often did the Parish Pastoral Council meet during the year? ........... times.

2. How often did the Parish Finance Committee meet during the year? .......... times.

3. Has a financial report been made to the faithful for the previous year? Y/N

4. The Parish Financial Review was carried out on the weekend of 26th/27th February 2021 (or ....../ ....../ ...............) and was Successful/ Moderately successful/ Unsuccessful

(please delete as appropriate).

**PROPERTY**

(Health and safety law/ Canon Law 1284 §2)

1. Has the Venue Health & Safety Risk Assessment been Reviewed, updated and signed? Y/N

If No it will be before ....................................

2. Are all urgent health and safety matters dealt with? Y/N

If no details: ......................................................................

3. Are insurance documents checked for £1m cover for contractors and £5 m for dangerous works (on roofs, on utilities and with application of heat) (CIS). Y/N

4. The last Quinquennial Inspection Report (QIR) was dated: ............................

5. Has work required within the period stated in that QIR report been carried out?

Y/N

6. Will work required before the end of the life of the QIR be carried out? Y/N

Details: ..................................................................................................................................

7. Are volunteers trained and risk assessed appropriately? Y/N

8. Does the Parish have a Health & Safety Representative? Y/N

**DATA PROTECTION**

(General Data Protection Regulation)

1. When Personal Data are requested, are the Diocese’s Policy Statement and Privacy Notice on the Diocesan website referred to? Y/N

2. Are Physical Personal Data stored in an office, desk or cabinet locked? Y/N

3. Are electronic Personal Data stored on computers that has the electronic data encrypted, computers password protected and is access restricted to named individuals?

 Y/N

4. For transfers by post of Personal Data, is recorded delivery used? Y/N

5. For Special Categories of Personal Data (data revealing health, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, etc.) and/ or data liable to be transferred outside the EEA is specific consent obtained? Y/N

6. Have all Data Subject Access requests been passed on to the Data Protection Officer? Y/N

7. Are all Data Subjects given the option to ‘opt out’ and have their Data removed?

 Y/N

8. Have all data breaches been reported to the Data Protection Officer for entry in the data breach register and possible reporting to the Information Commissioners Office? Y/N

9. Have old data media/ computers/ laptops been physically destroyed? Y/N

10. Are out of date Personal Data physically destroyed? Y/N

11. Has someone active in the parish attended DP training? Y/N

12. Is CCTV used? Y/N

If Yes:

a) Is (are) the camera(s) located so that they do not pick up what they are not intended to such as the private area of a neighbour’s garden? Y/N

b) If recorded material includes children and vulnerable adults are steps taken to avoid their being published? Y/N

c) Is the recorded material still required? Y/N

d) Are images kept for a limited period of time before being overwritten? Y/N

e) Is there a notice clearly advising the fact of and the reason for the monitoring,

the organisation responsible for it and the contact details of that organisation? Y/N

f) Is the system regularly checked to see if it is working? Y/N

13. Is Live Streaming used? Y/N

If Yes:

a) Is (are) the camera(s) located so that they do not pick up what they are not intended to such as the private area of a neighbour’s garden? Y/N

b) If recorded material includes children and vulnerable adults are steps taken to avoid their being published? Y/N

c) Is the recorded material still required? Y/N

d) Are images kept for a limited period of time before being overwritten? Y/N

e) Is there a notice or a public announcement advising that Live streaming is taking place? Y/N

f) Is the system regularly checked to see if it is working? Y/N

**FUNDRAISING**

(Charities Act 2016)

1. Has any professional fundraiser assisted the parish with fundraising during the course of the year? If so, please provide name & name of any applicable regulated scheme/ any failure to comply with that scheme:

Details:.........................................................................................................................................

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2. Has the parish received any complaints about fundraising activities not already reported to the Finance Office? Y/N

Details: .......................................................................................................................................

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3. Please confirm in relation to fundraising that:

a) no unreasonable intrusion has been placed on a person’s privacy.

b) persistent approaches for soliciting money/ property have not been used.

c) undue pressure has not been placed on a person to give money/ property.

None of the above have taken place: Y/N

If they have then details: ...........................................................................................

**TRANSFER OF MONEY ABROAD**

(Charity Commission Annual Return)

1. Has money been transferred abroad other than by arrangement with the Diocesan Finance Office? Y/N

Details if yes: ...............................................................................................................

2. How has the effectiveness of the money, which was transferred been monitored in all cases, however the money was transferred.

Details : ...............................................................................................................

Signed: Parish Priest/ priest in charge .................................... Date: ..............................