

Registration Guidelines for Parish Faith Formation Programs

Parish faith formation programs use registration processes to:

- Collect information about:
 - Program participants
 - Parents/guardians of participants who are minors
 - Emergency contacts
 - Confirmation sponsors
- Collect completed forms that are required for participation in the program
- Collect fees
- Obtain necessary permissions/authorizations from parents/guardians of minors who will participate in faith formation programs
- Provide information to participants and/or parents/guardians of minors who will participate in faith formation programs

*[Note: The guidelines below refer to related sections of the ADLA Administrative Handbook and in some instances include summaries of information from the Handbook. This **DOES NOT** replace the Handbook, and the policies and procedures in the Handbook **ALWAYS** take precedence. Prior to beginning a registration process, parish leaders should ALWAYS review the applicable sections of the Administrative Handbook to ensure compliance with the most current policies and procedures of the Archdiocese.]*

Collecting and Storing Information

When parish leaders collect personally identifying information about people, they are required to safeguard the privacy of those people by ensuring the methods used to collect and store the information are secure and that access to the information is restricted.

Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs. ([Handbook section 10.3.2](#))

There are various methods by which parish leaders may collect and store information during the registration process, and a parish might use one or more of these methods. These include:

- Collecting and storing information on paper
- Collecting information on paper and entering it into a digital system for storage
- Collecting and storing information digitally

When conducting business for the parish, email services, file storage/file-sharing services, or other communications and collaboration services, including registration services, must be explicitly approved by the Archdiocese or the parish (i.e., do not use personal Yahoo, Gmail, Hotmail or social media accounts for official parish business). ([Handbook section 10.3.2](#), [Handbook section 10.3.5](#))

When personally identifying information is collected and/or stored digitally, legal requirements from the Online Privacy Act apply. Parish leaders must:

- Provide privacy disclosures (terms and conditions) about how the data will and will not be used
- Ensure data is stored securely and access to it is restricted
- Ensure data is properly encrypted when it is transmitted and saved



Privacy Disclosures

Parishes are required to develop a privacy policy that protects personally identifiable and other sensitive information that they collect from those whom they serve. The privacy policy should also apply to any electronic communication systems, devices, or materials that are used to serve people or that are used by people whom the parish serves. [Section 10.5 of the Administrative Handbook](#) provides guidance for parishes to help them develop their privacy policy. It includes samples of Website Privacy Policies and a General Privacy Policy.

Security of Data

Parish leaders must ensure that paper records as well as data that is created or stored digitally are handled with care to keep them secure and prevent unauthorized access to the information. Both physical and remote access must be controlled. User IDs and passwords help to enhance security and should only be used by the person to whom they are assigned. Further security information can be found in [Section 10.3.2](#) and [Section 10.3.4](#) of the Administrative Handbook.

Data Encryption

All information systems that create, store, transmit, or otherwise publish data or information (e.g. a website) must have authentication (ability to verify the identity of the user) and authorization systems (e.g. individualized user accounts) to prevent unauthorized use, access, and modification ([Handbook section 10.3.4](#)).

Obtaining Permissions

Parish leaders should review [Section 10.7.3 of the Administrative Handbook](#) to ensure they understand their responsibility to protect the privacy of minors, even if it may be inconvenient. Before a parish may publicize or share personal information (including names) or pictures of minors, written permission must be obtained from the minor's parents/guardians. If a parish intends to share information about or pictures of minors participating in faith formation programs, it may be helpful to obtain the appropriate permission during the registration process.

If a parish plans to use automated phone calls or send texts or email eBlasts to faith formation program participants or parents of participants, they should review [Section 10.6.2 of the Administrative Handbook](#) prior to using these communication methods. The parish must obtain written permission from the participants to use these communication methods. Recipients should also be allowed to opt out of these forms of communication. It may be helpful to obtain these permissions (or opt-outs) during the registration process.

Information Collected

The following information may be collected during the registration process:

General Registration Information

- Full name of child or youth
- Cellphone (of the child or youth)
- Date of birth and age
- Sex of the child or youth (male or female)
- School information (name of school and grade level)
- Copy of birth, baptismal and first communion certificates
- Last year of religious education attended



- Living arrangements of the child or youth
- Information about custody issues or restraining orders (of any parent)
- Information regarding any physical, mental, emotional, cognitive, or other limitations or restrictions of the child or youth, and what kind of minor adjustments are needed
- Name of father, mother or guardian of the child or youth
- Complete address of father, mother or guardian of the child or youth
- Phone number and email information of the father, mother or guardian

Emergency/Medical Information

- Name of person to be contacted if a parent/guardian cannot be reached in case of an emergency
- Relationship of the child or youth to the emergency contact person
- Emergency contact phone number
- Name of family doctor and phone number
- Name of family dentist and phone number
- Name of family medical insurance carrier, policy and group information
- Information about any health conditions or chronic illnesses of the child or youth
- Information about any medications the child or youth is currently taking
- Information about any allergy(ies) including food, of the child or youth

The following information may not be collected during the registration process:

- Social Security Number (this should not be collected at any time)
- T-Shirt Size (this should only be collected at the time a parish is preparing to order t-shirts)
- Information about IEPs (if offered by the family, this may be accepted by the parish if it is helpful in making minor adjustments to the program to better serve the child or youth)

Forms

The forms listed below are often completed during the registration process. A brief description of what each form is used for is also provided. Parish leaders should always obtain a new copy of each form directly from the Administrative Handbook each time it is used to ensure they are using the most current version of the form.

[Emergency Information Form](#)

In case of an emergency, the Emergency Information Form would be shown to the paramedics or emergency room staff to authorize treatment and advise them if a minor has any particular medical needs or is on medication. It also includes information for an emergency contact in case a parent/guardian cannot be reached. Therefore, the Emergency Information Form must contain accurate, current and complete information.

[Medication Authorization and Permission Form](#)

This form gives authorized staff permission to administer both prescription and nonprescription medication to a minor while in your care. It must be signed and dated by the doctor and parent or guardian.

[Permission to Walk/Bike/Drive From Location and Location's Sponsored Event](#)

This form gives permission for a minor/youth to walk, ride a bicycle or drive, or otherwise leave the parish or parish-sponsored event on his/her own.



[Parent/Guardian Release for Student or Minor \(Non-Commercial\)](#)

This form grants permission from the parent/guardian for the parish to use a minor/youth's image, voice, name, or work for non commercial purposes. This includes, but is not limited to, publication in programs, the parish bulletin, on a website, or on social media platforms.

[Student and Youth Activity Permission Form](#)

This form gives permission for minor/youth to participate in an off-site event or trip. The form includes a release of liability as well as authorization for medical treatment to be administered if necessary. If the minor/youth needs to take medication while participating in the activity, a Medication Authorization and Permission Form (see above) must also be completed by the parent/guardian.

Empowering God's Children Parent Permission Form

This form gives parent/guardian permission for their minor/youth to participate in the Empowering God's Children safety program. Forms are available for Elementary ([English](#) or [Spanish](#)) and for High School ([English](#) or [Spanish](#)) programs.

[Minor Pick-Up and Permission Form](#)

This form gives permission for the minor/youth to be picked up from the parish or parish-sponsored event by the people or transportation service named on the form.

Electronic or Digital Signatures

Parishes that would like to allow the use of electronic signatures on any documents, forms, etc. should thoroughly review [Section 10.3.4.1 of the Administrative Handbook](#) prior to making this option available. This section outlines guidelines that must be followed for electronic signature to be considered legally binding. This is particularly important for documents such as fee agreements, medical authorizations, or liability waivers.

[Sample Registration Form](#)

A sample registration form is available to assist parish leaders.

