

## **Registration of Pastoral Worker with the Archdiocese of Malta Terms and Conditions**

In this declaration:

'Church' means the Catholic community in Malta.

'Archdiocese' refers to the Archdiocese of Malta which means the Catholic Church in Malta.

'Curia' means and consists of all the entities of the Maltese Church including all the parishes, churches, pastoral centres, commissions, diocesan secretariats and directorates) which administratively are under the jurisdiction of the Archbishop's Curia of Malta.

'General terms and conditions' refers to the General Terms and Conditions for Personal Data

Protection in Parishes. 'Parish' means parish, church, centre or community where you serve.

'Parish priest' refers to the priest or religious person responsible for the church where you serve. This may be an archpriest, parish priest, rector, prior, guardian, superior, mother or a person responsible for the Christian community you form part of and/or where you serve.

DPC means the Parishes' "Data Protection Coordinator" ([dpc.parrocci@maltadiocese.org](mailto:dpc.parrocci@maltadiocese.org)).

DPO means the Curia "Data Protection Officer" ([dpo@maltadiocese.org](mailto:dpo@maltadiocese.org)).

Pastoral work means a ministry, pastoral work and any other work that you carry out within the Church or on its behalf both on a voluntary basis and against payment.

GDPD means "General Decree on the Protection of Data (2018)".

'Legislation' refers to the "General Decree on the Protection of Data (2018)" (GDPD), and to the General Data Protection Regulation (EU) 2016/679 (GDPR), and all legislation or other regulation that comes into force through them.

'Personal data' or 'Personal information' means any information related to a physical person (alive) identified or identifiable ('data subject'); an identifiable physical person is a person who can be identified, directly or indirectly, particularly by referring to a means of identification such as name, identification number, localisation data, online identifier or a single or multiple factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the physical person.

### **Through my registration, I declare that:**

I am aware that by means of this form I am registering with the Curia as a pastoral operator within the Archdiocese that the parish forms part of. This registration is valid for 3 years from the date of registration.

The information given above is correct and I am aware that it is my responsibility to inform the DPC concerned, and the parish priest, of any changes required in this information. In case of any criminal proceedings against me, I am bound to inform the parish priest, who may make annotations about the situation.

Should I, at any point in time, show by my words, writing or way of life that I am contrary to the Catholic faith, I shall present my resignation as a pastoral worker to the parish priest. I am aware that if I become unsuitable for pastoral work, the parish priest will ask me to terminate my work.

I am aware that my pastoral work is not a right but a service I give to the Church and hence, should the parish priest ask me to terminate or change my pastoral role, I shall accept this for the benefit of the community.

I accept that I will carry out my pastoral work according to the regulations, procedures and policies in force, both on a diocesan level (as issued by the Curia) and on a local level (as issued by the parish or religious order that leads the parish) including, but not limited to: "the procedures for data management in parishes", and "on cases of sexual abuse in pastoral activity". I am aware that the full list of policies which are in force can be obtained from the parish priest.

I will do all my utmost to regularly receive formation related to pastoral work.

I am aware that this information is being collected by the Archbishop's Curia of Malta and that this information will be retained and is processed by the various entities of the Archdiocese (including, but not limited to: the Archbishop's office, the Vicar General's office, the Episcopal Vicariate for Clergy and Parishes including the Directorate for Parishes, the Parish, the Safeguarding Commission, the Pastoral Formation Institute, and all Episcopal Vicariates, secretariats, commissions, movements or Archdiocese offices responsible for various sectors of pastoral work) as explained in the General Terms and Conditions, legislation and other applicable ecclesiastical and state legislation, for matters related to my work within the Church. Each section or entity of the Archdiocese that has access to this information assumes responsibility as a conjoint information controller and is bound to process this information according to this application. For more information about these sections' or entities' responsibility, on the retention period, processing method and my rights such as the right of access, the right of data portability, the right of correction, the right of objection, the right of retrieving the consents in this application, the right of deletion and the right to file a complaint with the supervisory authority, I can access the General Terms and Conditions available on the website of the Curia ([www.church.mt](http://www.church.mt)). To obtain more information or to exercise these rights I may speak to the parish priest or the DPC concerned. I am aware that if I feel that any of these rights has been violated, or that my information is not being processed according to terms of registration, I can file a complaint with the DPO or the supervisory authority.

I am aware that with this information that I provided, additional information related to my pastoral work may be added, such as my attendance for activities, meetings, training or courses offered or organised by other sections of the Archdiocese.

I am aware that this information will be stored by the Archdiocese for three (3) years or until I inform the DPC concerned in writing that I terminated my pastoral work and I will return any type of identification provided to me. I also aware that the information may be deleted if the parish priest deliberately informs the DPC concerned that my service as a pastoral operator in the parish or in its name has been terminated.

I know that the scope of the collection and processing of this information is to create a central database for the various competent departments of the Archdiocese to facilitate communication with pastoral operators within the diocese and enhance their mission, obligations, administrative and pastoral needs towards pastoral operators and the Church, by contacting and providing information and formation to pastoral operators; by carrying out all that is administratively and pastorally required to better prepare, empower and equip pastoral workers to perform their duties within the Church; and achieve any administrative and pastoral work required or beneficial to pastoral operators as regards their role as pastoral operators, or to the Church. These entities and departments have the right to add to the database required information on my work in the Church to be shared between them.

On no account will I dispose of, give or retain personal information on individuals or other confidential information that I have access to or come into contact with during my pastoral work unless I have written authorisation from the parish priest or his legitimate superior or when I am legally obliged to do so. Should I have information which I no longer require or that I am not authorised to retain, I will return the information to the parish priest immediately. At the same time, I am aware that according to article 8.6 of the GDPR, although I will no longer have access to the information, I still will be bound by confidentiality on that information that I had access to or that I obtained during my pastoral work or as a pastoral operator. I am aware that if I fail to abide by this, I will be personally responsible in terms of the law.

I am aware that these terms and conditions may be updated and sent to me via the email address provided above.

**By registering as a pastoral operator, I am accepting these terms and conditions and I give my consent that:**

- \* As a pastoral operator, this information is retained and processed by the various departments and entities of the Archdiocese related to my pastoral work (including, but not limited to: the Archbishop's office, the Vicar General's office, the Secretariat for Parishes, the Parish, the Safeguarding Commission, the Pastoral Formation Institute, Religious Orders, and all Episcopal Vicariates, Secretariats, Commissions, Movements or Archdiocese offices responsible for various sectors of pastoral work. I give my consent for them to access and process this information for matters related to my work as mentioned above, in the General Terms and Conditions, in legislation and other applicable laws and policies.
  
- \* The Archdiocese carries out the required verifications according to its policies (including those issued from Safeguarding) and those required by law.
  
- \* Without prejudice to all other consents, laws and policies, I declare that I am aware that information about me related to my work as a pastoral operator is retained and that this information will be processed during the next four (4) years.
  
- As a pastoral operator, during my pastoral work, photos may be taken for reference purposes, to be uploaded on Facebook and / or on other Church sites or for publications.

\_\_\_\_\_  
**Identity Card No.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***The consent parts marked with an \* need to be filled in as proof that you agree with the terms. The registration will not be processed if some of these tick boxes are left unmarked.***