the DIOCESE of EAST ANGLIA

ST. MARY MAGDALEN
Roman Catholic Church

Key Holder Registration Form

Please complete this form to record all keys that you hold for parish property, and, where applicable, the number of copies of each of those keys.

Name:

Address:

Email address:

Contact Number:

Keys Held:
Please list below all the keys that you currently have in your possession. Continue on a separate sheet if necessary.

Which Key	No of Copies	Which Key	No of Copies	Which Key	No of Copies

I confirm that the keys listed above are in my possession. I consent to St Mary Magdalen Catholic Church storing my personal details entered on this form and using that information for the purposes of administering and maintaining the parish property. I understand that any keys I hold are parish property and these can be recalled by the parish at any time, in which case I agree to hand them back promptly on request.

Signed: Date: