



Volunteering?

How to complete the paperwork to register as a volunteer with the

International English-Speaking Catholic
Community of the Parish of
Luxembourg Notre Dame.

Version 4 Nov 24

**Many thanks for volunteering to help with the _____,
Your input is much appreciated.**

As a volunteer, you need to provide certain documents before taking up your role in our parish.

1. The completed attached volunteer registration form
2. A copy of ID card or Passport
3. Luxembourg Casier Judiciaire Certificate n°3
4. AND Luxembourg **Casier Judiciaire Certificate n°5 IF VOLUNTEERING WITH MINORS including the First Communion Programme and Confirmation Programme.**
5. Members of the **Sunday Music group** are also required to provide both **number 3 and number 5.**
6. If you have NOT lived in Luxembourg for 5 years or more, we will require a police check from your last country of residency.
7. Names and contact details of two people who have known you for at least 2 years (not a member of your family)
8. Consent form to allow contact and to allow storage of the above listed details in accordance with current GDPR (data protection regulations)

**It is important that we receive these documents as soon as possible.
Our Safeguarding policy requires that only volunteers who have submitted the forms and the required documents can be included in the next rota /activities.**

If you have any problems in fulfilling the requirements, please do not hesitate to contact the parish office or myself, Denise Blake. at safeguardinglu@gmail.com

Please find below, the Volunteer form and the GDPR consent form to be filled in and returned to the parish secretary, Caroline, or myself, in a sealed envelope marked "Safeguarding, CONFIDENTIAL" or by email to me directly at safeguardinglu@gmail.com

The parish office address is:

32 rue des Capuchins, L1313, Luxembourg.

**ALL DOCUMENTS SUBMITTED WILL REMAIN PRIVATE AND CONFIDENTIAL
IN ACCORDANCE WITH GDPR.**

How to get your POLICE CHECKS ‘Casier Judiciaire’ certificates from Luxembourg:

There are two possibilities. You may choose one of the following:

1. Go in person to the office, Service du Casier Judiciaire

Address: Cité judiciaire - Plateau du Saint-Esprit
Bâtiment BC – 1st floor
L-2080 Luxembourg

Opening hours: Monday to Friday, excluding Bank holidays
8.30 to 12.00 heure and 13.00 to 16.30 heure

Tél. : (+352) 47 59 81 – 346

You must bring a passport or ID card.

OR

2. Apply for the certificate from myguichet.lu with your LuxTrust Mobile account on your smartphone.



guichet.lu

They will send the certificate to your “my guichet “ account, usually within minutes. Occasionally it will take longer.

You may then download and print it or send it directly to me Denise, at safeguardinglu@gmail.com

Do NOT copy in the activity leader or parish office.

To get a Police Check from another country, please contact that country directly.

If you have any further questions, on any of the above, please feel free to get in touch with the parish office or myself.

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International English-Speaking Community of the Parish of Luxembourg Notre Dame and **GDPR**

Dear parishioner,

The protection of your personal data is very important to the International English-speaking Catholic Community and the Luxembourg Parish of Notre Dame, of which we are part. We are taking every possible step to conform with the new European legislation on data protection which came into force 25 May 2018. We therefore need your consent on how we contact you and also to retain your data.

You can contact us at the parish office at 32 rue des Capuchins, L-2013 Luxembourg for further information.

Data consent:

I consent to theActivity Team leaders / English-speaking Parish Office contacting me in connection with the programme/activity

by email at the following address: and / or

.....

I consent to my data being stored by and shared with the International English-Speaking Catholic Community Luxembourg Parish of Notre Dame Office for the purposes of

.....Activity.

Signed Name

Date

The information you have provided will be treated in the strictest confidence.

- You may change or withdraw your consent at any time by contacting the English-speaking parish office at parish@catholic.lu or myself, at **safeguardinglu@gmail.com**
- You may request incorrect information to be rectified.
- You may request that your data is erased (other than where it is required by law).

Document checklist

(TO BE RECEIVED BEFORE VOLOUNTEERING BEGINS)

1. This completed volunteer registration form.
2. A copy of ID card or Passport
3. Luxembourg Casier Judiciaire Certificate n°3
4. AND -Luxembourg Casier Judiciaire Certificate n°5 if volunteering with minors.
5. Sunday morning Music Group require both 3 and 5.
6. If you have NOT lived in Luxembourg for 5 years or more, we will require a Police check from your last country of residency.
7. Names and contact details of two people who have known you for at least 2 years (not a member of your family)
8. Consent form to store the above details in accordance with GDPR.
9. If sending documents digitally, please **only** send them to safeguardinglu@gmail.com

Many thanks,

Denise Blake

Safeguarding Lead.