**{Parish Name and Address}**

**Bereavement Contact Form**

Following a bereavement, it is often difficult for those left behind to deal with the formalities of arranging the funeral. We try to avoid asking too many questions, but it is important to ensure that the personal information sent to us by the undertaker is correct, to ensure that appropriate funeral arrangements are made.

It would be helpful if you would please confirm that the details supplied to us by the undertaker about the deceased and next of kin are correct. Please use the space below to correct any inaccurate information, or to provide any additional information that will assist with the funeral arrangements.

***Correct or Insert any additional Information below:***

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*{Please note this section will have to be amended as appropriate}*

It would also be useful if you would please confirm by circulating your preference below, whether you would like the deceased (*or insert name of deceased)* to remembered at the {*6 month……12 month} mass* {*and whether you would like to be contacted by the Parish Bereavement Group – delete if inappropriate.*}

**I would / would not** like {*insert name of deceased} …………………………………………* to be remembered at the *{6 monthly or 12 monthly}* memorial mass and I confirm that I would like to receive information by email, post or telephone about this.

**Signed…………………………………………………. Dated……………………..**

**I would / would not** like to receive information by email, post or telephone from the Bereavement Support Group.

**Privacy Notice**

The personal information we collect from you on this form and from the any third party such as the Funeral Director will be used solely for the preparation of the Deceased’s funeral. The information that you provide to us will not be transferred to any third party to use for their own marketing, or other purpose. After the funeral, unless you indicate otherwise on the form above, the personal information provided to us will be destroyed. The Deceased and Next of Kin’s details with be entered in to the parish register and stored permanently in a secure location, in accordance with the laws and procedures of the Roman Catholic Faith. You can read our full privacy notice at www.dioceseofshrewsbury.org/about-us/privacy-notice.