

Record a paper consent or a GDPR request

Record in the registry a privacy consent the believer gave on paper or verbally, and log the GDPR requests you receive.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need the View records and Manage registry consents permissions.
- ✓ Photos and videos, special-category data and religious practice need a scan or photo of the signed form: PDF, JPG, PNG or HEIC, max 10 MB.

1

STEP 1 OF 4 · 30 S

Open the person's privacy

Open the person's record and the **Privacy** tab. Under **Privacy consents** each consent has a switch; active ones show the date they were given.

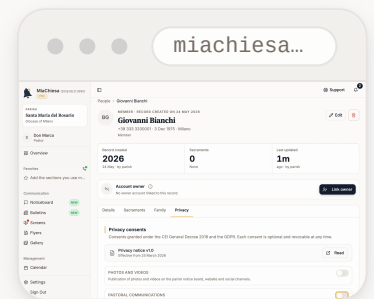


Fig. 1 Each consent is recorded separately.

2

STEP 2 OF 4 · 1 MIN

Turn on the consent and choose the proof

Turn on the consent's switch, for example **Pastoral communications: Record a consent given by the believer** opens. Under **How it was given** choose **Signed paper form** and attach the file with **Choose a file**, or **Verbal acknowledgement** if the believer authorised in person or by phone.

With **Extend to other consents** you attach the same form to several entries. In **Date the believer gave consent** set when they signed or confirmed: it can differ from today.

Consents that need the signed form

For **Photos and videos**, **Special-category data (allergies, conditions, health card)** and **Religious practice / rite** verbal acknowledgement is not available: always attach the signed form.

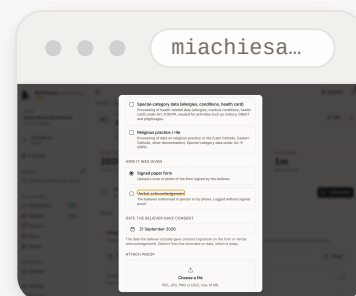


Fig. 2 Choose how the believer gave consent.

3

STEP 3 OF 4 · 30 S

Record it

Press **Record consent: Consent recorded** appears and the date shows under the entry. To replace or add the proof use **Update** next to the date.

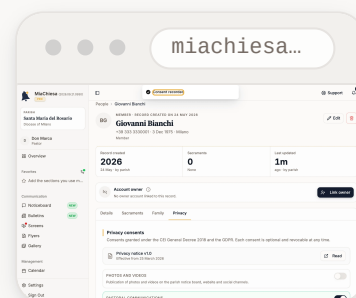


Fig. 3 The date under the entry confirms it was recorded.

4

STEP 4 OF 4 · 1 MIN

Log a GDPR request

Further down, under **Subject rights (GDPR)**, press **Log received request**. Choose the **Request type**, for example **Access (Art. 15)** or **Erasure (Art. 17)**, add **Notes** and press **Record request**: **Request recorded** appears.

The community has 30 days to respond: update the request's status from **Pending** to **In progress**, **Fulfilled**, **Partially fulfilled** or **Rejected**.

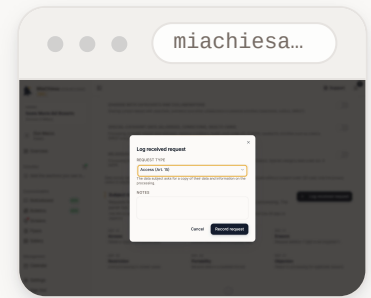


Fig. 4 Log the request on the day you receive it.

What you have achieved

- ✓ The consent is recorded with its date and, if attached, its proof.
- ✓ The GDPR request is logged in the record with its status.

Troubleshooting

I see "Unsupported format. Use PDF, JPG, PNG or HEIC."



Save the scan in one of these formats and try again.

I see that the file exceeds the limit



The file is too big: bring it under 10 MB, for example by scanning at a lower resolution.

Record consent stays disabled



With Signed paper form you must attach the file; for consents that don't require it you can choose Verbal acknowledgement.

I see "Could not record the consent"



The consent was not saved: try again.