

Key register

Which door does the key fit?		
Who was it given to?	Name	
	Address and postcode	
	Phone number	
	Email	
	Group	
	Day(s) the group meets	
Keyholder's declaration	<p>I acknowledge receipt of the key detailed above.</p> <p>I understand that it remains parish property.</p> <p>I will only use it for the purpose(s) for which I was given it. I will keep it safe.</p> <p>I will not label it in any way that could identify the premises it belongs to.</p> <p>I will not store it in anything that could identify the premises it belongs to.</p> <p>I will not get a copy made without permission.</p> <p>If I lose it, I will report the loss straight away.</p> <p>If this key is a key to the hall, I will give it back if our group stops using the hall, or if I stop being the person in our group who unlocks and locks up the hall.</p> <p>I will not lend it to anyone, except to a trustworthy person appointed by our group to unlock and lock up when I am on holiday or otherwise unavailable for a particular meeting.</p> <p>I understand that the information in this form will be stored, processed and used in accordance with the privacy policy of the Diocese of Nottingham.</p>	
Signed		
Date		