

How to change privacy settings and amend details

1. Click on the URL to the CMS portal that is provided to check and update your settings / details

Subject: Your contact details from the Diocesan Database on the new Diocese of Leicester website

As someone who is listed on the Church of England portal system database: <https://cofeportal.org/> we are writing to you to let you know that it will soon be incorporated into a new Diocese of Leicester website.

The Diocese of Leicester Communications team is working with a national association of Anglican dioceses on its new website. It will launch in late August and the database will be incorporated within it. This means that it will be possible to search the portal system database on the new website for contact details for people in church roles.

So we are writing to let you know that unless you choose to select 'Public' on your privacy settings of the Portal Database in the next few weeks, members of the diocesan community will not be able to get in touch with you when they search for your contact details on our new website.

This may not be appropriate for some but, especially for clergy and those whose role is public-facing, it will provide a very unsatisfactory experience for people to search the database only to find that the contact details for the priest they are hoping to contact are marked 'ex-directory'.

We would encourage each of you to check and update your settings by clicking on this link: <https://cms.cofeportal.org/contact-audit/Vsz4fRYW0DwyJozGa7naikyXvfforWv/> This will show you the existing settings and give you the opportunity to change them line by line. After you've done that, you'll need submit an audit so that the Database will be updated with any changes.

An updated version of the Diocesan Privacy Notice is on the existing Diocesan website [here](#)

If we can assist any of you with checking or updating your privacy settings on the portal please contact: database@leccofo.org

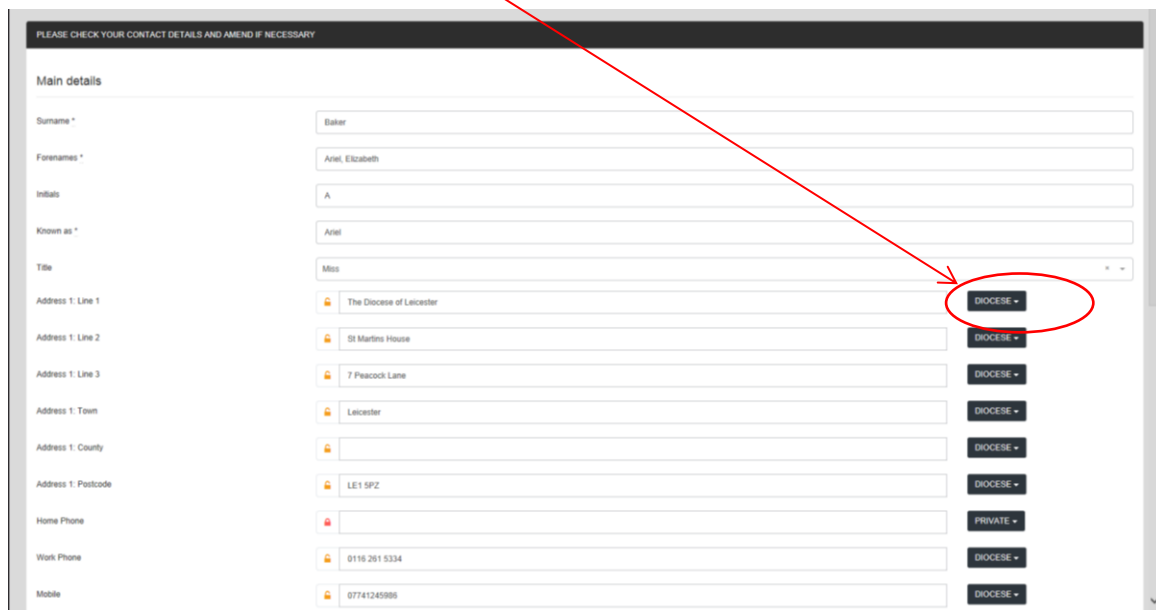
The Diocesan Communications team is writing out to clergy and PCCs about the website changes next week but if you have any immediate queries about the new website please contact them direct on communications@leccofo.org

Please be reassured that access to private data will be just as protected when the portal is featured on the new website. The change of website does not mean any risk because your data remains within the existing CoE portal under whatever settings you choose. If you have any queries about the new website please do not hesitate to contact the Communications team at the Diocese of Leicester on communications@leccofo.org or if it's about the about the portal database/GDPR please contact database@leccofo.org

With many thanks and best wishes

The Revd Rupert Allen
DAC Secretary & Database Manager
Diocese of Leicester, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ
Direct Line: 0116 261 5332 (with voicemail)
Diocesan Database: <https://cofeportal.org/>

2. You can use this page to update information which may not be listed (i.e. change of address or email address). Once you have confirmed details you will need to select your privacy settings from this webpage, you will need to click onto the black tab next to your information



PLEASE CHECK YOUR CONTACT DETAILS AND AMEND IF NECESSARY

Main details

Surname *	Baker	
Forenames *	Anni, Elizabeth	
Initials	A	
Known as *	Anni	
Title	Miss	▼
Address 1: Line 1	The Diocese of Leicester	DIOCESE ▼
Address 1: Line 2	St Martins House	DIOCESE ▼
Address 1: Line 3	7 Peacock Lane	DIOCESE ▼
Address 1: Town	Leicester	DIOCESE ▼
Address 1: County		DIOCESE ▼
Address 1: Postcode	LE1 5PZ	DIOCESE ▼
Home Phone		PRIVATE ▼
Work Phone	0116 261 5334	DIOCESE ▼
Mobile	07741245988	DIOCESE ▼

A red arrow points from the text above to a red circle around the 'DIOCESE ▼' dropdown menu for the first address line.

3. You will then need to select an option for how you would like your data to be viewed (you will need to do this for each individual field). There are three categories to choose from:

- **Public** – Anyone can see your data
- **Diocese** – Someone approved by the Diocese and is in a role within the Diocese can see your data
- **Private** – Only staff at the Diocesan office (including Bishop's Lodge) and Area / Assistant Area Deans can see your information

PLEASE CHECK YOUR CONTACT DETAILS AND AMEND IF NECESSARY

Main details

Surname *	Baker	
Forenames *	Ariel, Elizabeth	
Initials	A	
Known as *	Ariel	
Title	Miss	
Address 1: Line 1	The Diocese of Leicester	DIocese ▼
Address 1: Line 2	St Martins House	PRIVATE DIOCESE PUBLIC
Address 1: Line 3	7 Peacock Lane	
Address 1: Town	Leicester	DIocese ▼
Address 1: County		DIocese ▼
Address 1: Postcode	LE1 5PZ	DIocese ▼
Home Phone		PRIVATE ▼
Work Phone	0116 261 5334	DIocese ▼

4. As you can see it has now saved the option of “private” as requested

THE CHURCH OF ENGLAND
Contact Management System

PLEASE CHECK YOUR CONTACT DETAILS AND AMEND IF NECESSARY

Main details

Surname *	Baker	
Forenames *	Ariel, Elizabeth	
Initials	A	
Known as *	Ariel	
Title	Miss	
Address 1: Line 1	The Diocese of Leicester	PRIVATE ▼
Address 1: Line 2	St Martins House	DIocese ▼
Address 1: Line 3	7 Peacock Lane	DIocese ▼
Address 1: Town	Leicester	DIocese ▼
Address 1: County		DIocese ▼
Address 1: Postcode	LE1 5PZ	DIocese ▼
Home Phone		PRIVATE ▼
Work Phone	0116 261 5334	DIocese ▼
Mobile	07741245989	DIocese ▼

12:26
24/07/2019

- You can also use this page to add any additional roles which are not listed on your database profile. If details remain the same select “no” and if there has been a change in roles select “yes” and enter in the text box your role and where it’s based.

The screenshot shows a web browser window with the URL <https://cms.cofeportal.org/contact-aud8fVioSLUY0Dv9JenQz79d6jyKvRfcWf/>. The page header features the logo of The Church of England and the text 'Contact Management System'. The form contains the following fields and sections:

- Mobile:** 07741245986 (with a 'DIOCESE -' dropdown)
- Email Address:** Ariel.Baker@LecCoE.org (with a 'DIOCESE -' dropdown)
- Further contact details:**
 - Gender:** Female (with a 'DIOCESE -' dropdown)
 - Salutation:** Ariel
- Assigned roles:**
 - You are currently assigned to the following role(s):
 - Administrative Assistant @ Diocesan Secretary & Chief Executive's Office (Department) [Remove](#)
 - Diomati @ Cathedral and Diocesan Offices (Office)
 - HRM Resources @ Cathedral and Diocesan Offices (Office)
 - DBF Staff @ Cathedral and Diocesan Offices (Office)
 - CMS Administrator @ Leicester (Diocese)
 - Are the above roles correct?
 - Yes
 - No
 - Please let us know of any changes, include the dates when roles started or finished.
 - Churchwarden @ 2000
- Submit form:**
 - Are you sure these details are correct to the best of your knowledge?
 - You must tick this box before submitting!
 - [Submit](#) (Details will be submitted. Once submitted you will be unable to update your details via this form.)

- Once you are happy with the information provided, tick the check box to show that the details are correct and click submit

- Done!** You will then be taken to the page below for conformation of changes.

The screenshot shows a confirmation page with the URL <https://cms.cofeportal.org/contact-aud8fVioSLUY0Dv9JenQz79d6jyKvRfcWf/submit>. The page header features the logo of The Church of England and the text 'Contact Management System'. The main content area is titled 'YOUR CHANGES HAVE BEEN SUBMITTED' and contains the following text:

THANK YOU FOR UPDATING YOUR DETAILS

It is important for us to keep our records up to date, so thank you for taking the time to check them. We will now check what you have submitted against the data we have and make the appropriate changes. If you believe you may have made a mistake, or that the form was not complete enough to convey the information well enough, please contact your diocese.

Kind Regards

Developed by Worthers

CMS version: 0.1.1 db3351d
Last updated: 1 week ago

The Windows taskbar at the bottom shows the time as 12:37 on 24/07/2019.