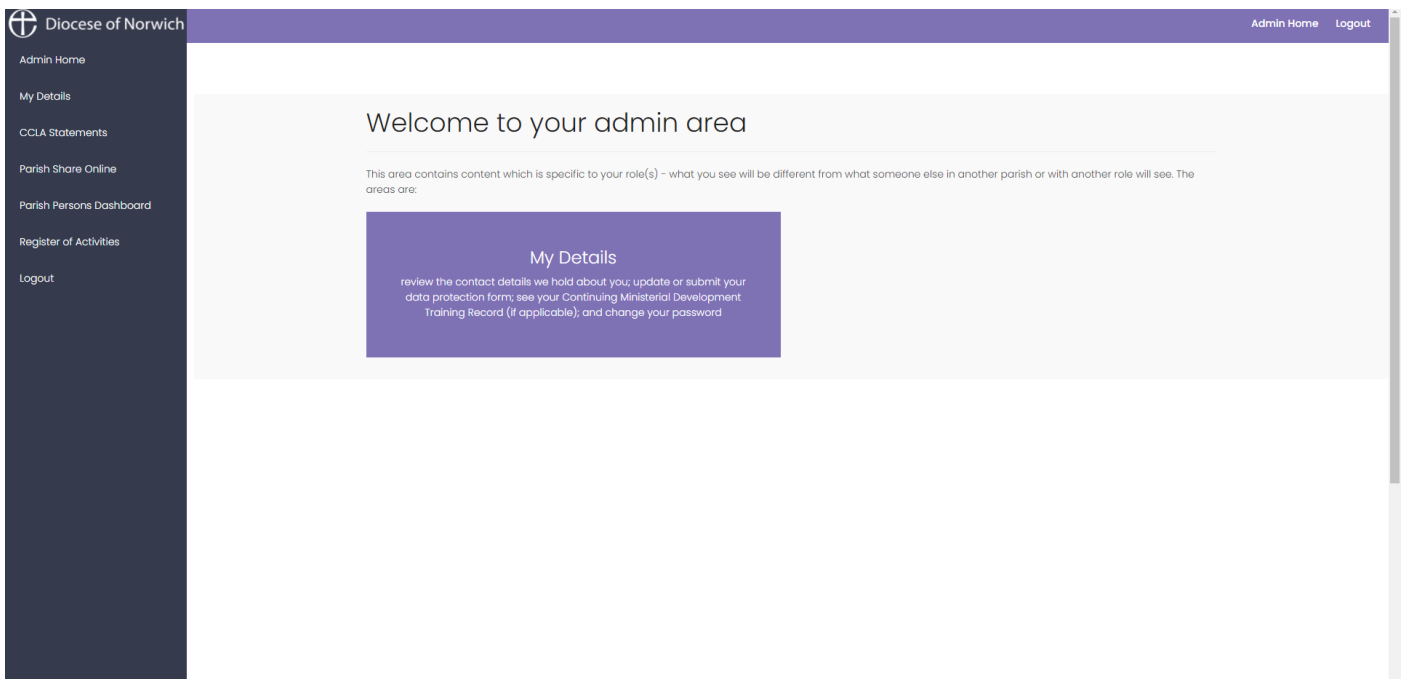


# Parish Persons Dashboard Guide

<https://staff.diocesan.co.uk/parishperson> Using the link below, follow this to the log in screen.



Once you have logged in you will be brought to the following screen



# Parish Persons Dashboard Guide

In the menu bar on the left of the screen, click “Parish Persons Dashboard”. From here you can select the name of your parish(es)

The screenshot shows the Parish Persons Dashboard interface. On the left is a dark blue navigation menu with the Diocese of Norwich logo and the following items: Admin Home, My Details, CCLA Statements, Parish Share Online, Parish Persons Dashboard (highlighted), Register of Activities, and Logout. The main content area has a purple header with 'Admin Home' and 'Logout' links. Below the header, the title 'Parish Persons Dashboard' is displayed. A breadcrumb trail shows 'Dashboard / Parish Persons Dashboard'. A message states: 'The link(s) below will show all the people within your parish who are recorded in the central Diocesan database:'. A single link is provided: 'View people in the parish of Test Parish 1'. Below this is a 'Questions' section with contact information: 'If you have any questions please call us on 01603 882322 or email [data@dioceseofnorwich.org](mailto:data@dioceseofnorwich.org)'. At the bottom, there are links for 'Safeguarding', 'Terms & conditions', 'Privacy & cookies', and a copyright notice: 'Copyright © 2020 Diocese of Norwich | Charity No 249318'.

## Review and manage the data we hold about people in your parishes

Please take a moment to review the information we hold in our database of all those with key roles in your parish, including all PCC members.

Follow the action steps indicated against each role to update the information, or automatically send an email to an individual asking them to complete a data protection form for the information we require.

The screenshot shows the Parish Persons Dashboard with a table titled 'People in the parish of Test Parish 1'. The table has columns for Role, Title, First name, Surname, and Data Protection Form Received. The table contains the following data:

Role	Title	First name	Surname	Data Protection Form Received
PCC Secretary, Test Parish 1 (Parish)	Dr	WH	TEST	<a href="#">Send form by email</a> <a href="#">Mark as incorrect</a>
Parish Administrator				<a href="#">Add Person</a> Email Sent
Benefice Administrator				<a href="#">Add Person</a>
PCC Treasurer, Test Parish 1 (Parish)	Dr	WH	TEST	<a href="#">Send form by email</a> <a href="#">Mark as incorrect</a>
Benefice Treasurer				<a href="#">Add Person</a> Email Sent
PCC Chair				<a href="#">Add Person</a>
Children, Youth & Family Worker (Ecumenical)				<a href="#">Add Person</a>
Children, Youth & Family Worker (Employed)				<a href="#">Add Person</a>
Children, Youth & Family Worker (Volunteer)				<a href="#">Add Person</a>

# Parish Persons Dashboard Guide

Additional roles can also be added that are not listed by scrolling down the page and selecting the required role from the drop down menu.

The screenshot displays the 'Parish Persons Dashboard' for the Diocese of Norwich. On the left is a dark sidebar with navigation links: Admin Home, My Details, CCLA Statements, Parish Share Online, Parish Persons Dashboard (highlighted), Register of Activities, and Logout. The main content area shows a list of roles with corresponding 'Add Person' buttons:

- Children, Youth & Family Worker (Employed) - Add Person
- Children, Youth & Family Worker (Volunteer) - Add Person
- Parish Safeguarding Officer - Add Person
- Fabric Officer - Add Person
- PCC Members - Add Person

Below this list is a section titled 'Add a role which is not listed above' with a search box labeled 'Select Role'. The dropdown menu is open, showing a scrollable list of roles:

- Select Role
- Benefice/Group Administrator
- Benefice/Group Treasurer
- Children, Youth & Family Worker (Ecumenical)
- Children, Youth & Family Worker (Employed)
- Children, Youth & Family Worker (volunteer)
- Fabric Officer
- Lay Deanery Synod Representative
- Parish Administrator
- Parish Safeguarding Officer
- Churchwarden
- Churchwarden

At the bottom of the page, there is a 'Can we help?' section with contact information: 'If you have any questions please call Wendy Halsey on 01603 882322 or email [data@dioceseofnorwich.org](mailto:data@dioceseofnorwich.org)'. The footer contains: 'Safeguarding | Terms & conditions | Privacy & cookies | Copyright © 2020 Diocese of Norwich | Charity No 249318'.