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.

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.
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

4. As you can see it has now saved the option of “private” as requested
5. 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.

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

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