

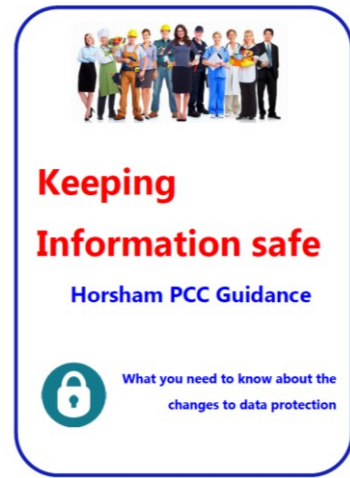
# A brief introduction to



## Before you start

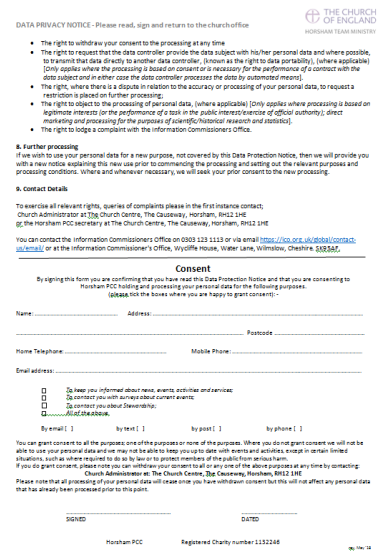
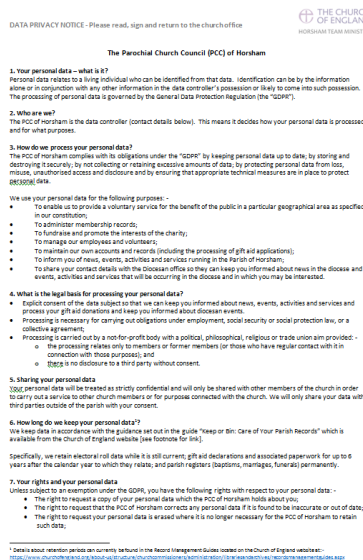
When handling personal Data please make sure that you follow the Parish guidance - **Keeping Information Safe**

Copies available from your **Church Administrator**.



Please remember that when data is collected, everyone must be made aware of and sign the **Parish Data Privacy notice**.

Copies can be found in Team Churches and on Church Web-Sites.



## Church Suite

**Horsham Team Parish** is now using **Church Suite** to store all **personal data** and to run the administration of the individual Churches. This is to help the Parish comply with **GDPR**.

There are three elements to Church Suite;

**Church Suite** -for main Admin users / Team or Group leaders

**My ChurchSuite** - for all members of the Parish to have control of the Data held and to access rotas and communications

**Connect** - enabling newcomers sign up and group registration at activities

Church Suite stores Data in the 'Cloud' and you can only access it through password protection on devices such Computers and Smart Phones.

**Please be aware that you must only use Church Suite on a device that is password protected.**

## What you need to know

Church Suite is **live** and anything you do will take effect immediately - so **be very careful** what you do.

Church Suite has the Horsham Team Parish divided into **4 sites**:

St. Mary's Church -**SMC**

St. Leonard's Church - **SLC**

St. John's Church - **SJC**

Holy Trinity Church - **HTC**

Depending on your role/s you will only be able to see Data from the Church site/s relevant to you.

To identify the origin of data processing, site codes proceed the field name, eg - SMC:Sidesperson

Matters relating to the whole Parish use the prefix - PCC:

The Key areas of Data Processing are;

Address Book, Children, Calendar, Attendance, Groups, Rotas, Planned Giving, Bookings

## Help and support

On-line support can be found at - <https://support.churchsuite.com/>

For general help and enquiries contact - [office@stmaryshorsham.org.uk](mailto:office@stmaryshorsham.org.uk)