

Email to clergy about the new People System

From: peoplesystemsupport@churchofengland.org

Date: 21st of April, 2021

Subject: National Register of Clergy – next steps and actions

Dear Friends,

At the beginning of the year, we wrote to you about the forthcoming National Register of Clergy – an important development in strengthening safeguarding in the Church. In that letter we also asked you to confirm your details for the Register – thank you for doing so.

As we move closer to the National Register being made publicly available in May there are two important actions for you to take:

- 1. Check that the information that will appear on the National Register is accurate** (see below).
- 2. Login to the outgoing system – MyView – and download your P60 and any existing pay documents by 31 July.**

A new People System to drive the National Register

Ahead of the National Register going live you will be given access to the Church of England's People System. This is where the information shown on the National Register is drawn from. It is also the system that holds your personal data.

Your People System account has been created and within the next ten days you will receive an automatically generated email from the People System from peoplesystemsupport@churchofengland.org with your login details.

- **Action #1: Please follow the instructions contained in that email to login to the People System and check the information about you is accurate.**
This will involve a two-step authentication process using your mobile phone number or email address or secret questions.

A new People System to manage your personal data and stipend

The People System will also manage the payment of clergy stipends – replacing the current system, MyView – and hold the following information about you:

- Your personal details
- Your contact information
- Your current assignment information – how you are currently engaged with the Church of England. This is the information that will appear on the National Register. Previous appointments will be added in time to the People System but will not display on the National Register.
- Your personal identification documents such as your birth or marriage certificate should this be required for any purpose.
- Your pay documentation – please note that existing pay documents will not be transferred from MyView to the new People System.

- **Action #2: Please login to MyView and download your existing pay documents including your P60 by 31 July 2021. After this date you will not be able to access these documents in MyView.**

More information about the People System, including Q&As and short videos covering the main features, is available on the Church of England website:

<https://www.churchofengland.org/resources/clergy-resources/people-system>

What do I do if my information is not accurate?

If you find any information about how you are currently engaged with the Church – the information that will appear on the National Register – is incorrect, please [contact your local Diocese](#) so that this can be corrected before the Register goes live in early May.

Changes to your personal information which will not be visible on the National Register, such as your contact details for example, can be made by you by logging into the People System.

We hope you find the new People System quick and easy to use. If you have any questions about the new system, or the National Register of Clergy, please email peoplesystemsupport@churchofengland.org.

Kind regards,

Aaron Werner

Head of People Systems Support