How to Make Religious Preference Mandatory and Update Staff Details in Care Control Cloud

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How to Make Religious Preference Mandatory and Update Staff Details in Care Control Cloud

Learn how to enable the Mandatory Religious Preference setting in Care Control Cloud and update a staff member's religious preference within their personal details.

Takes 5 minutes

For: Managers

Updated: 16th Nov 2026

Introduction

Care Control Cloud now allows you to record a staff member's **Religious Preference** within their HR Records.

By default, this field is **optional**. However, administrators can enable the **Mandatory Religious Preference** setting under **System Settings > Staff Files** to make it a required field.

Important: Enabling this setting will not affect existing staff records unless they are edited. However, when creating a new staff record or editing an existing one, a religious preference must be selected before the changes can be saved.

This guide explains how to enable the mandatory setting and how to update a staff member's religious preference using the searchable dropdown within their personal details.

Religious preference is sensitive personal information. Ensure that any information recorded is accurate, handled appropriately and managed in accordance with your organisation's data protection procedures.

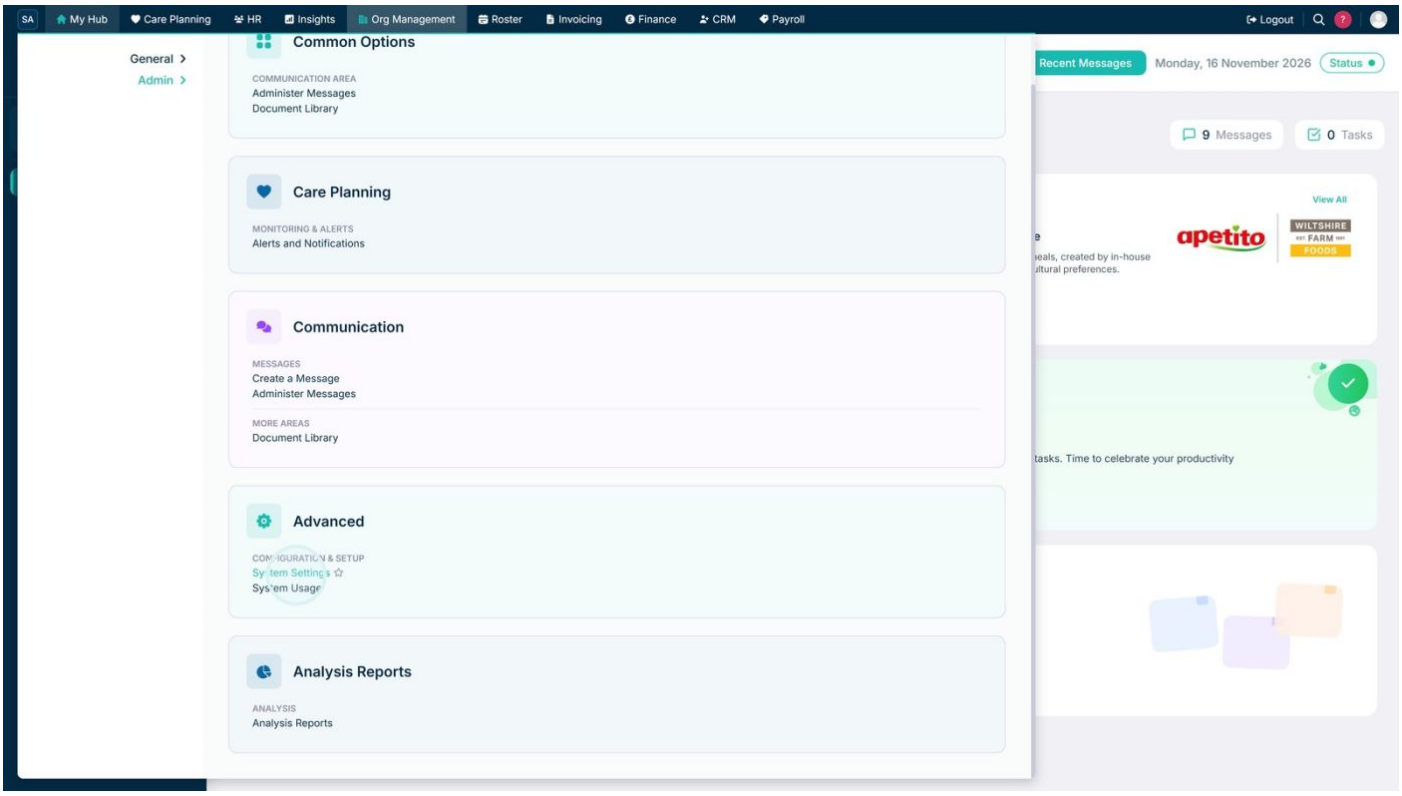
In this guide, you'll learn how to:

- Access System Settings in Care Control Cloud.
- Find the Mandatory Religious Preference setting.
- Enable the setting to make religious preference required.
- Understand how the setting affects new and existing staff records.
- Open a staff member's personal details.
- Select and save their religious preference.

Open System Settings

In **Care Control Cloud**, open the **Advanced** menu and select **System Settings**.

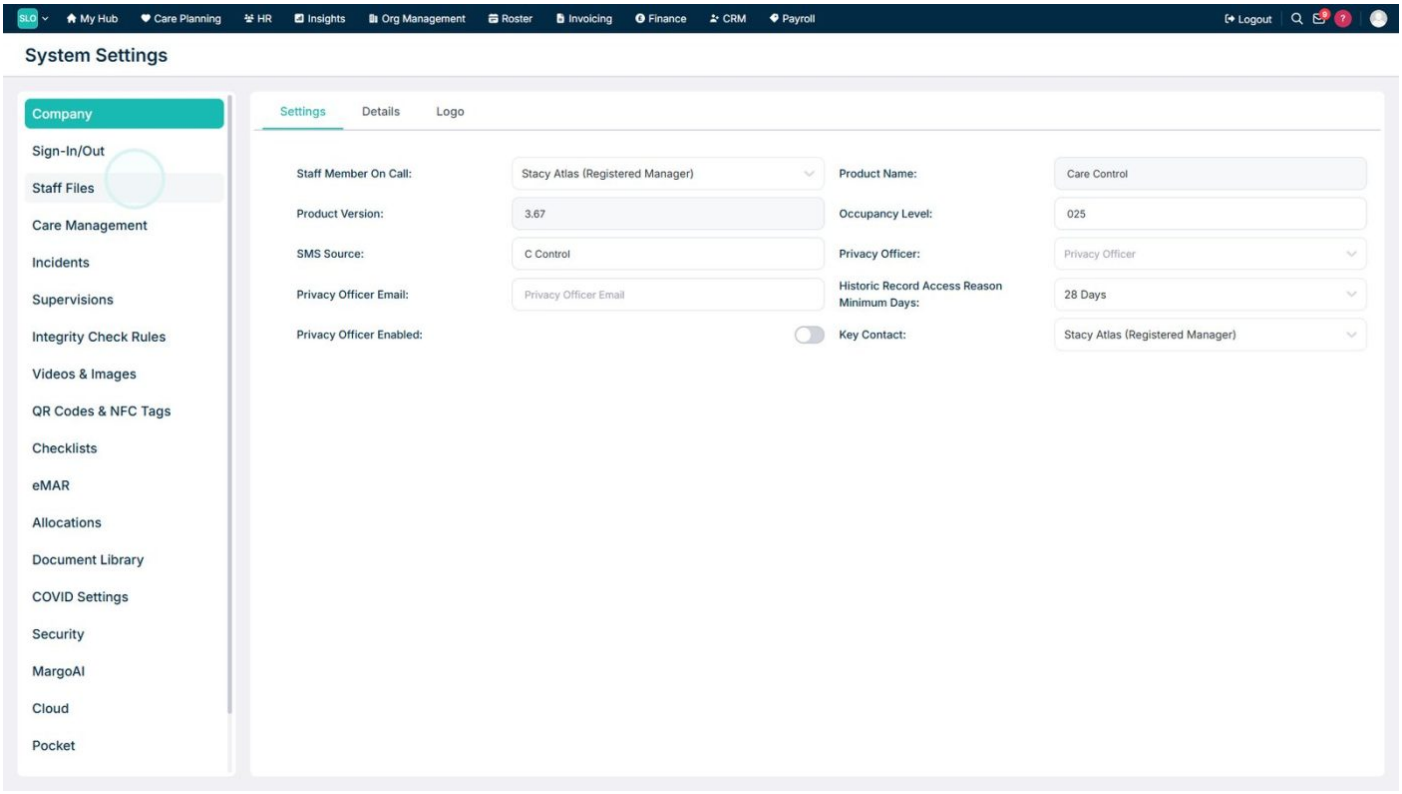
This area allows authorised administrators to configure various settings for the care service.



Open Staff Files Settings

Within **System Settings**, select **Staff Files**.

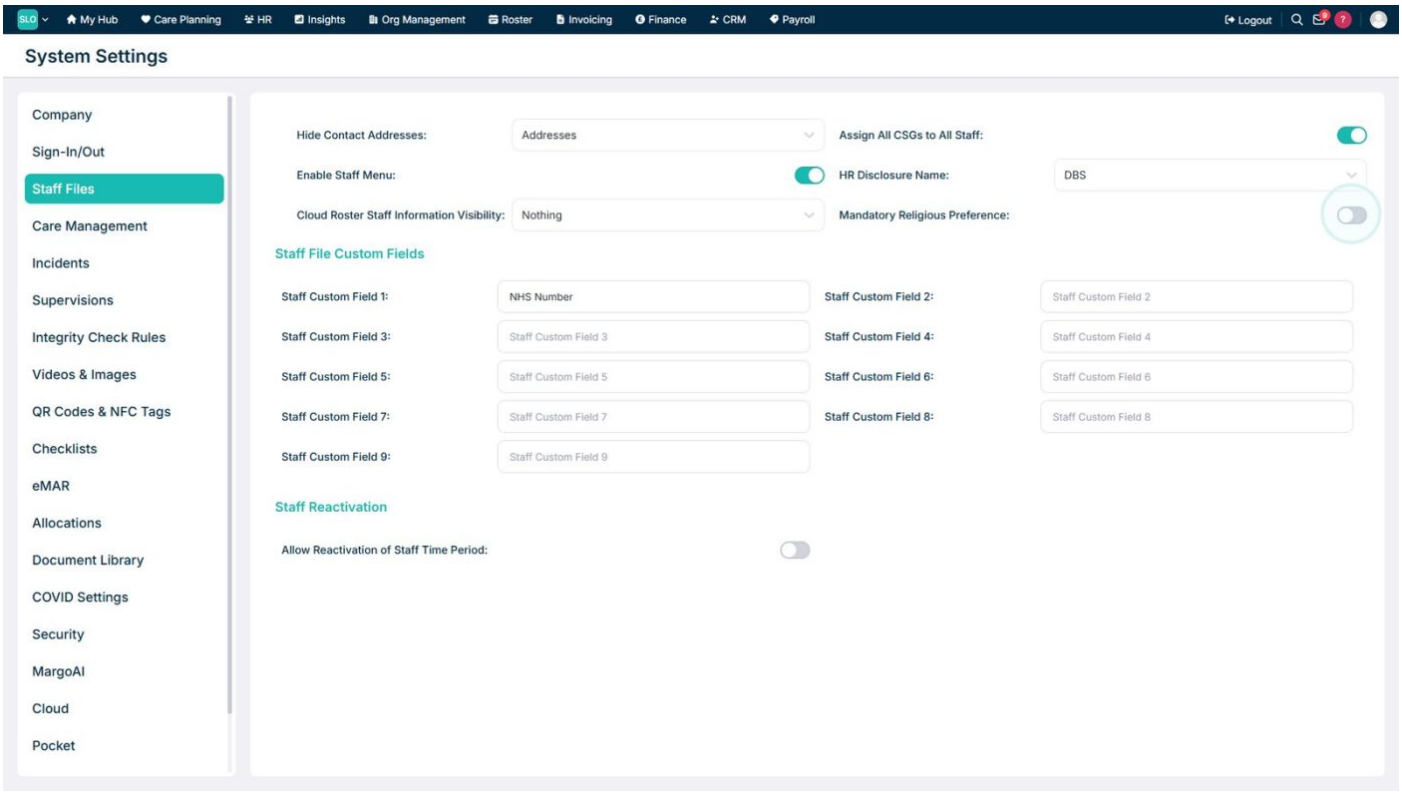
This section contains settings relating to the management of staff records.



Enable Mandatory Religious Preference

Locate the **Mandatory Religious Preference** setting.

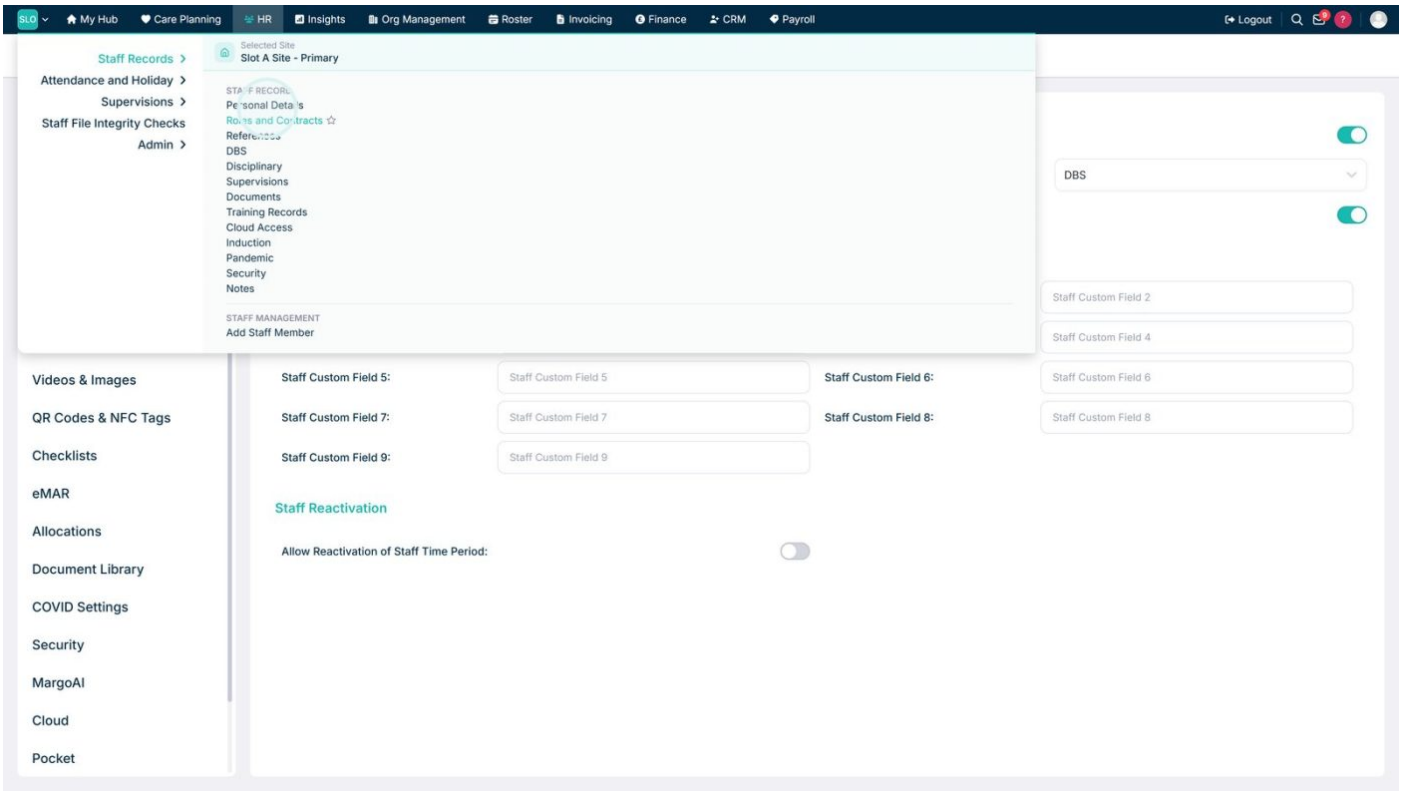
Switch the toggle **On** to make religious preference a mandatory field within staff records.



Open Staff Personal Details

Navigate to the staff management area and open **Personal Details**.

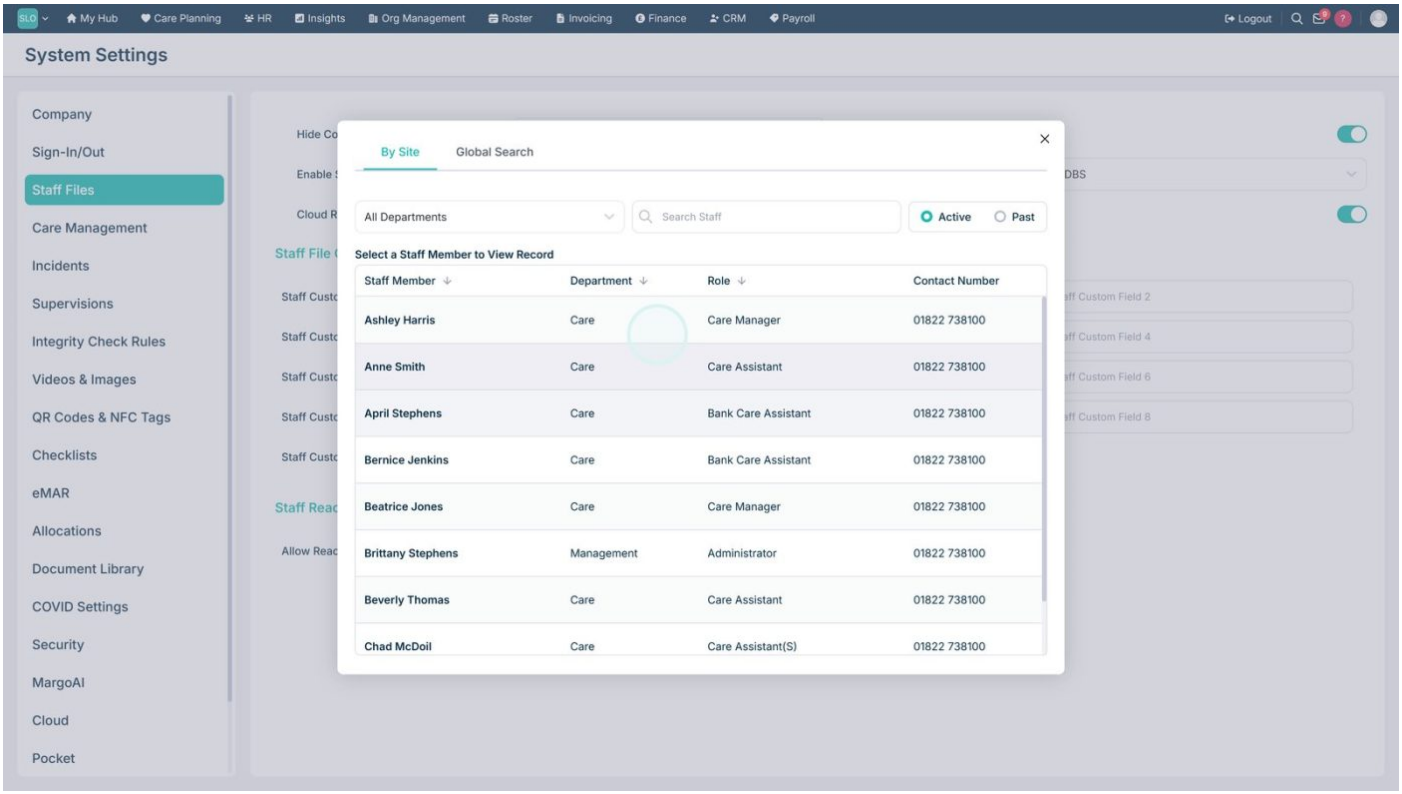
From here, you can access individual staff records and review their personal information.



Select a Staff Member

Find the staff member whose religious preference you want to review or update.

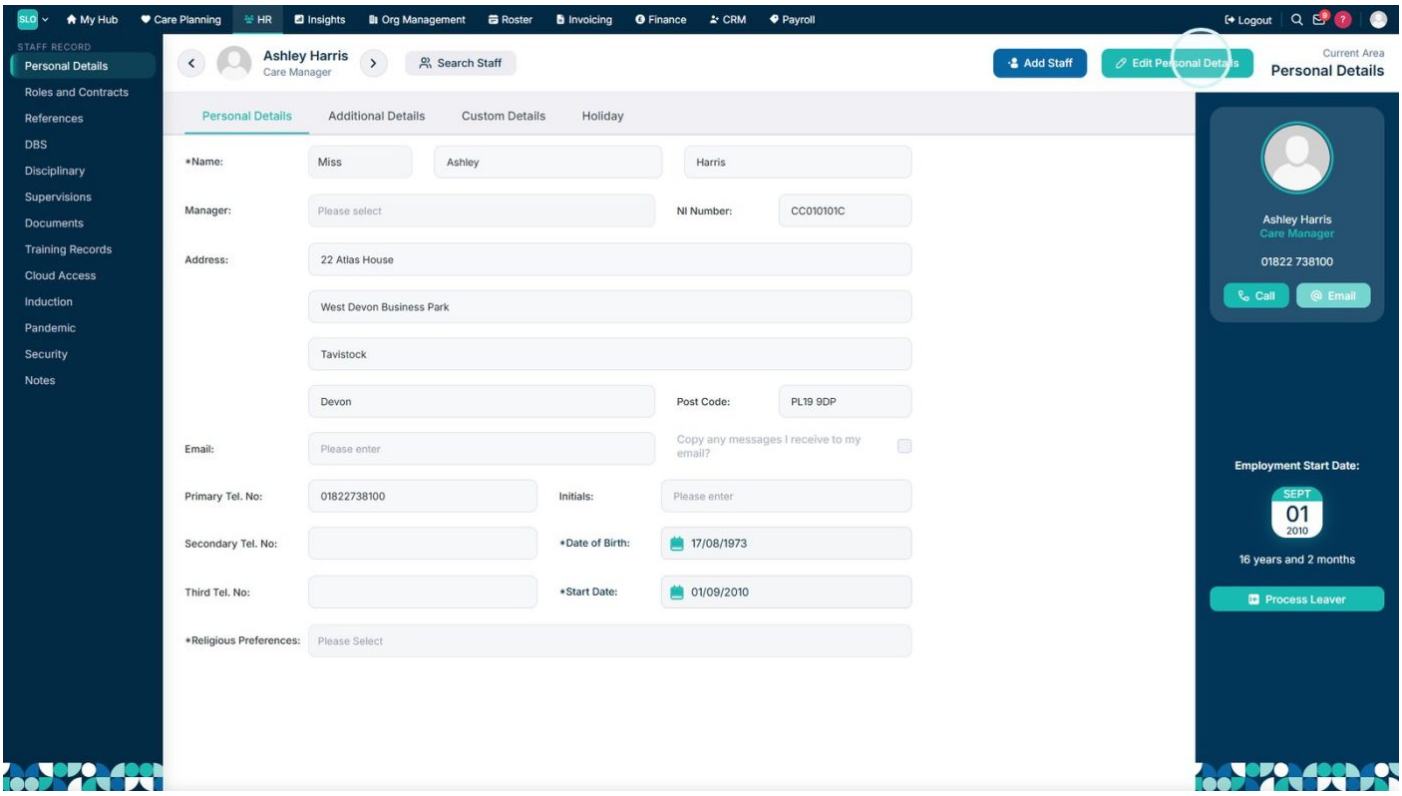
Select their name from the staff list to open their record.



Edit Personal Details

Within the selected staff member's record, select **Edit Personal Details**.

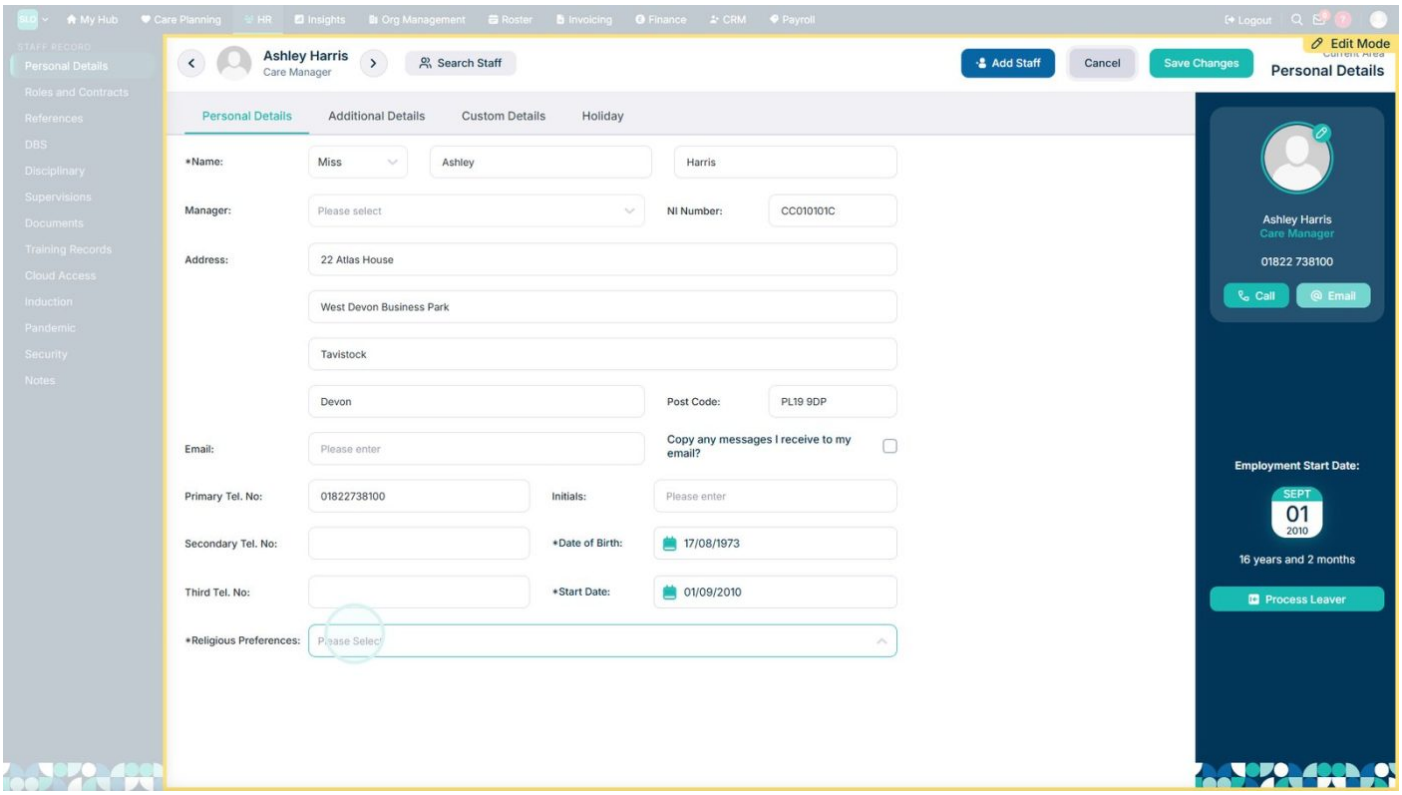
This allows you to make changes to their recorded personal information.



Open the Religious Preference Dropdown

Locate the **Religious Preference** field within the staff member's personal details.

Select the dropdown to view the available options.

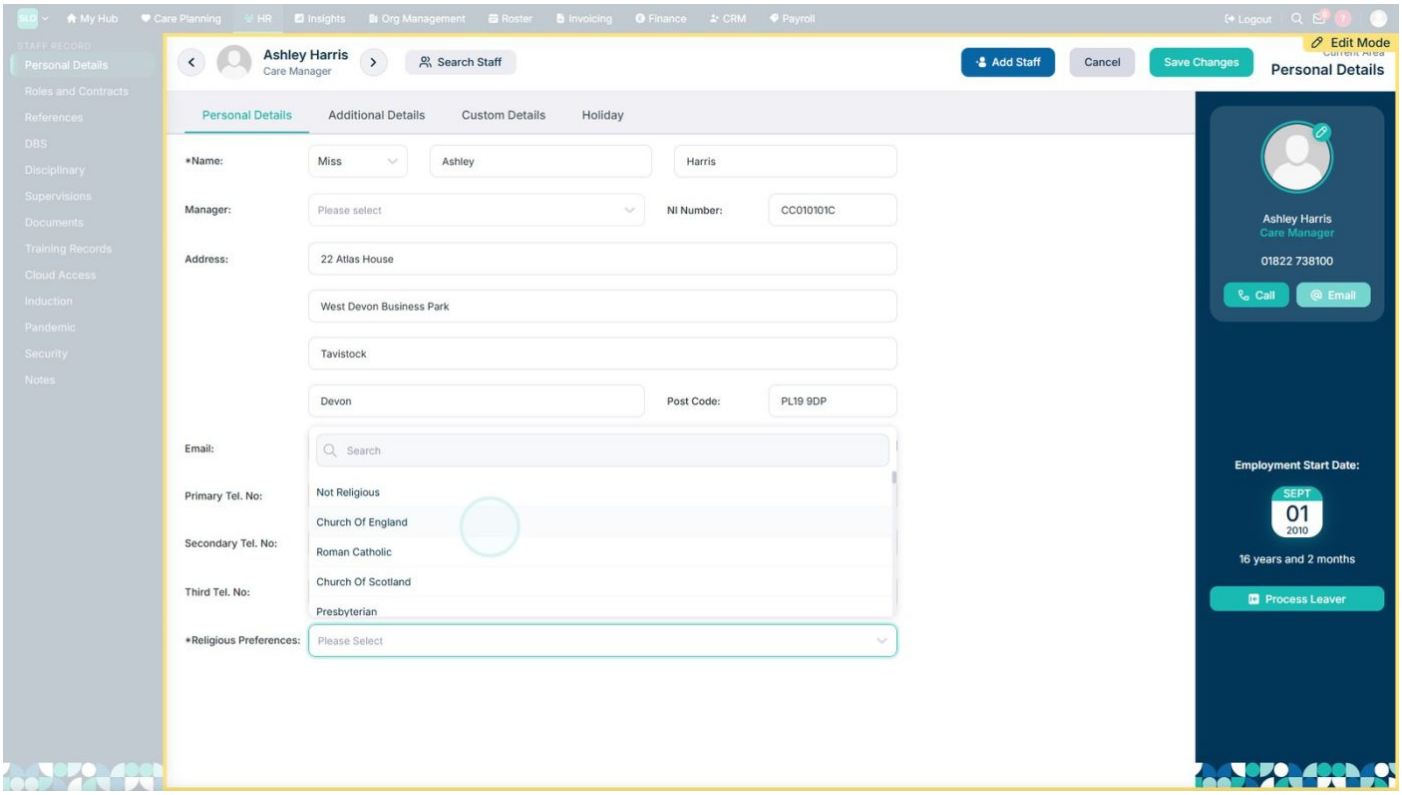


Select the Appropriate Religious Preference

Choose the appropriate option from the list of available religious preferences.

You can use the **search field** within the dropdown to find a particular option more quickly.

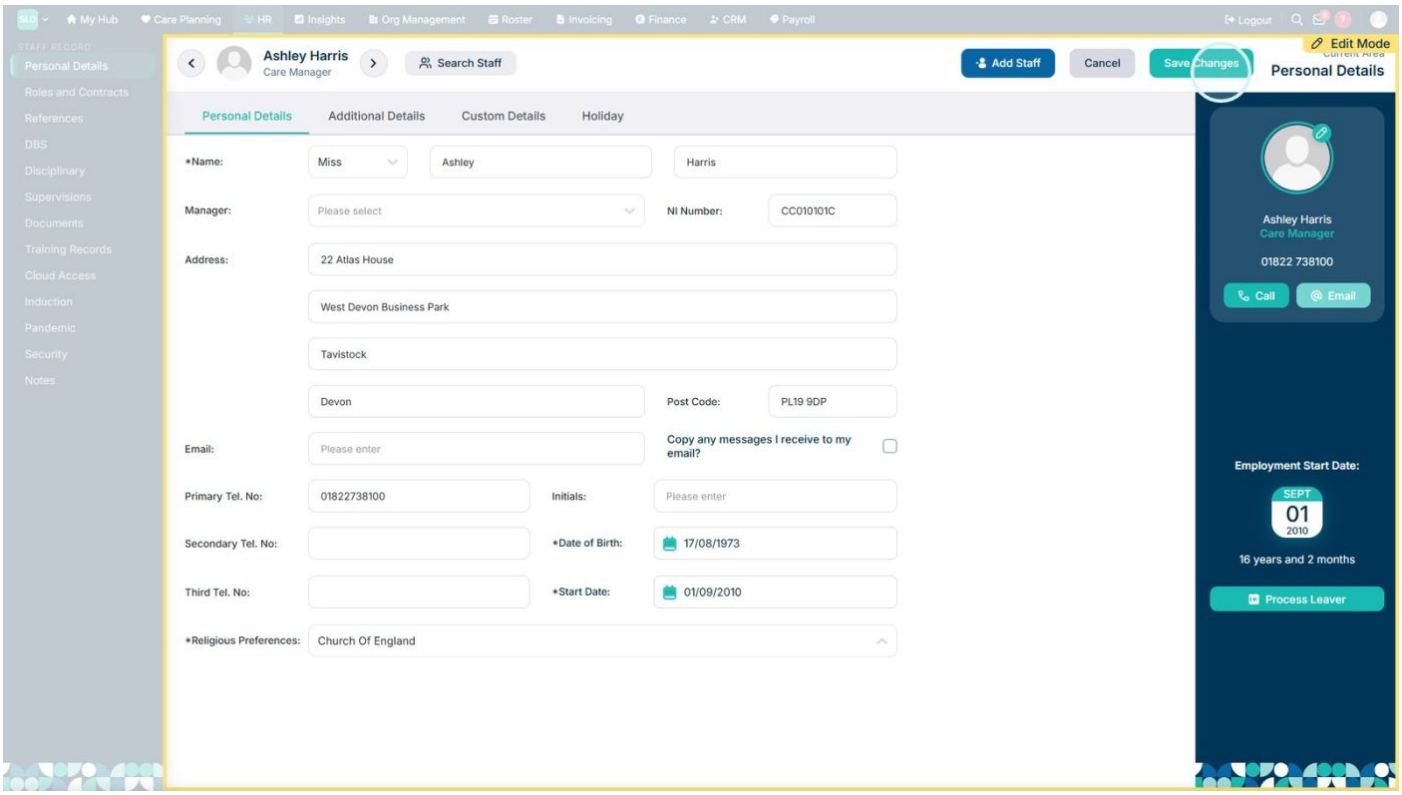
Ensure the selected preference accurately reflects the information provided by the staff member.



Save Your Changes

Once you've selected the appropriate religious preference, select **Save Changes**.

The staff member's personal details will be updated with the selected religious preference.



Top tip

Before making religious preference mandatory, ensure staff understand why this information is being collected. Religious beliefs are sensitive personal information, so records should be accurate and handled appropriately.

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