



Geek Sheet 4 - User permission levels

As a Super User, you can set up logins for as many Local Party Officers and volunteers who need them to carry out tasks on behalf of the party (though please note that you can only create logins for party members).

You can do this in the **Users** section of [Lighthouse](#):



When adding a new user, you will be invited to set the level of permissions they have for each section of Lighthouse, and there are three options:

- **View only** - these users can only see contacts and records but not change them
- **Edit** - these users can update local party and member details and finance records
- **Create** - these users can add and delete certain records as well

As a Super User, you have Create permissions as well as the additional permission to add new users. Super User is a special level of permission that can only be set by HQ.

Please consider carefully what level of access a new user needs for the tasks they carry out for the party. No one should be given a level of access above **what they need to complete these tasks**, and no one should be given access just for the sake of having it.

Who needs what level of permission?

As a Super User, you have the discretion to grant the level of access you feel is most appropriate based on what tasks the user needs to undertake - different local parties work in different ways so there's no hard and fast rule about who can have what level of access, but below are some examples of who is likely to need each type of permission.

Starting at the highest level of permission, **Create**, this is suitable for people in roles involving the processing of

donations (including adding new donors), loans and PPERA returns, who could include:

- **Treasurers** (note: create access required)
- Data Officers
- Local Organisers
- Fundraising Officers
- Membership Officers

Edit access is suitable for LPOs and volunteers who help out with keeping contacts up to date such as updating member addresses, phone numbers and keeping local website and branch details up to date. This could include:

- Local Organisers if not supporting with finances
- Data Officers if not supporting with finances
- Data volunteers
- Membership Volunteers

View only access is suitable for everyone else who supports with tasks such as contacting new and lapsing members and analysing member trends. This could include:

- Executive Members
- Other officers and volunteers

Please note that people with view only access **can still download reports** from Lighthouse, which is why it is very important for everyone to have read the policy on viewing and storing data first.

Data Protection

Every new Lighthouse user will automatically receive a series of onboarding emails including information about our data protection policies once you've added them, but as best practice, you should only set up logins for members who are not LPOs if you have given them a volunteer induction taking them through the key principles of data protection, which can be found [here](#).

Every change made in Lighthouse is logged, so it is possible to see when someone has edited it, making it easier to spot if someone is using the system incorrectly.