



GDPRiS Platform v2 Guidance for Users

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DP Staff

Group Dashboard

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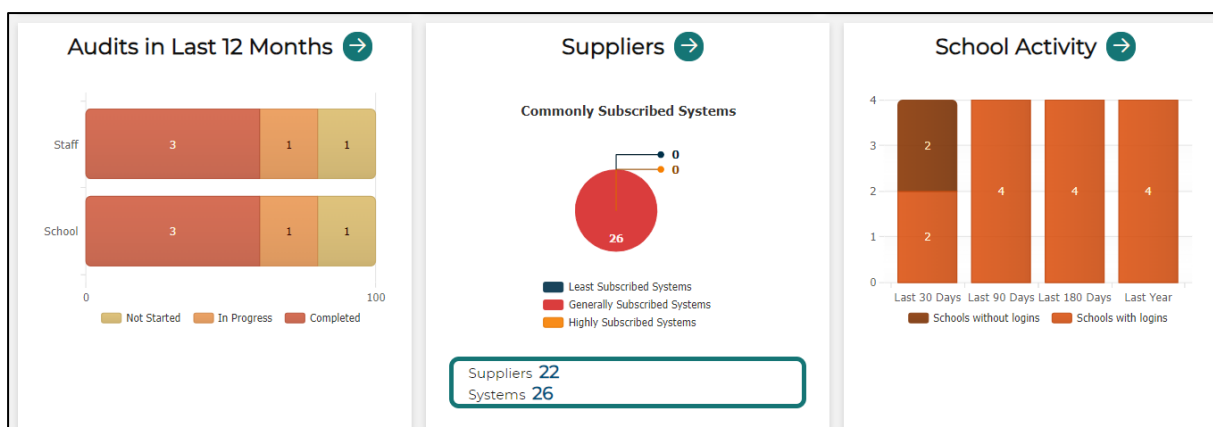
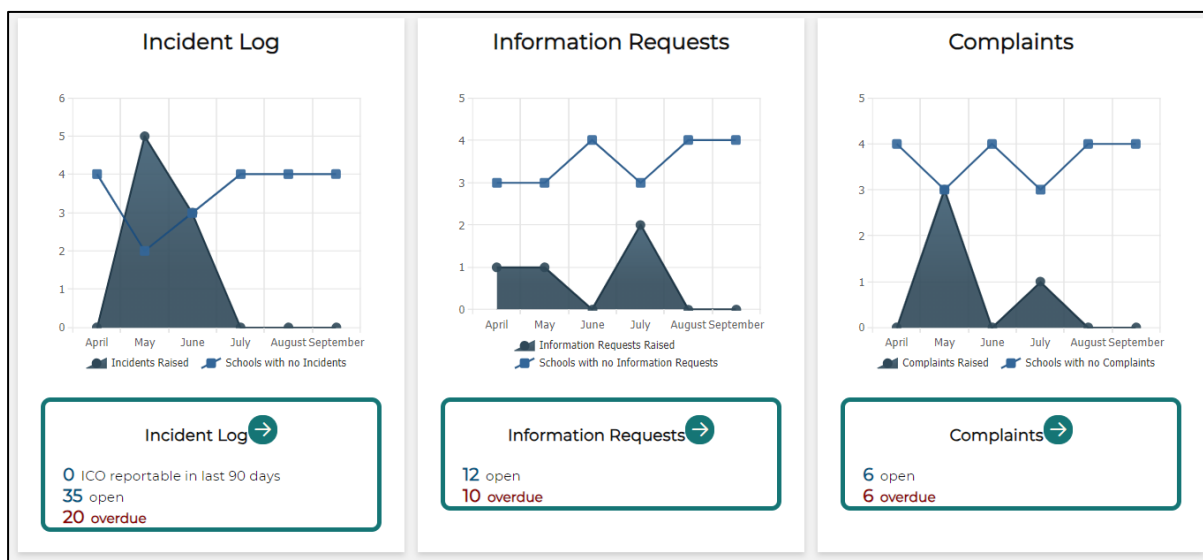
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Group Dashboard

Tiles

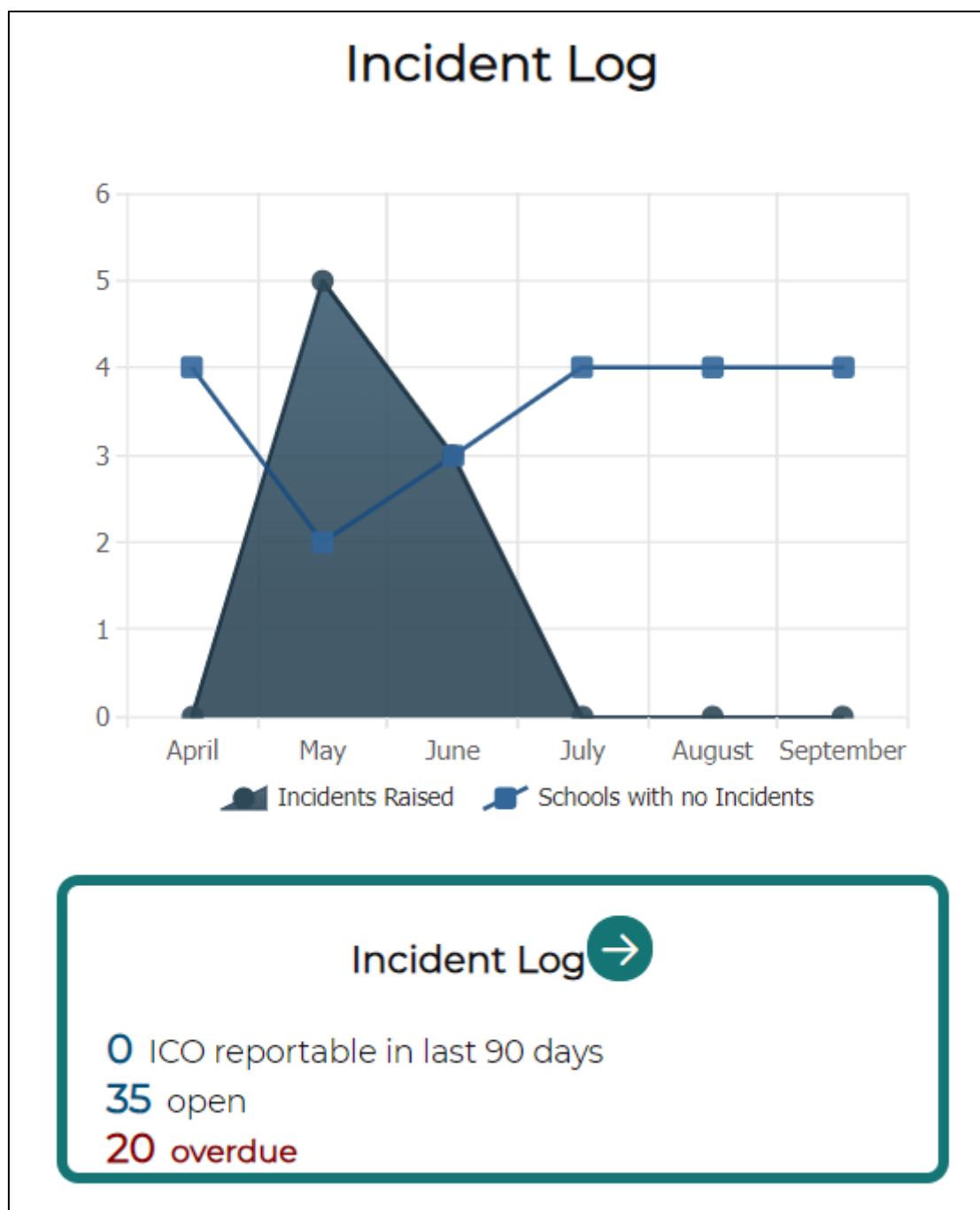
On the Group View dashboard, you will be able to see various tiles showing information on the portal activity across the schools. These will include the following depending on what information is available within the school portals:

- Incidents
- Information Requests
- Complaints
- Internal Audits
- Suppliers & Systems
- School Login Activity



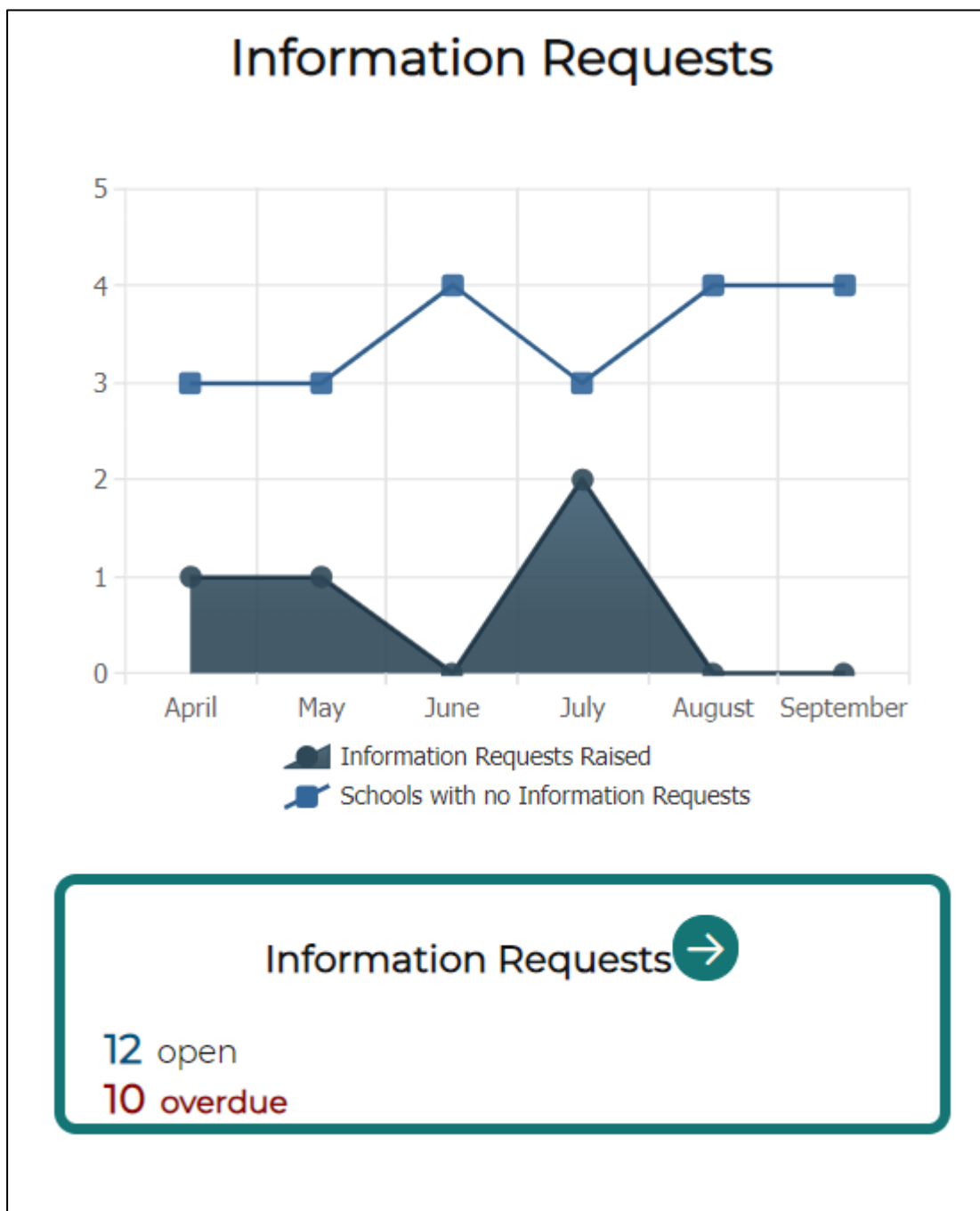
Incidents Tile

The Incidents tile shows how many Incidents have been raised within one or more of the schools within your group of schools as well as how many schools have not raised an Incident within the last six months.



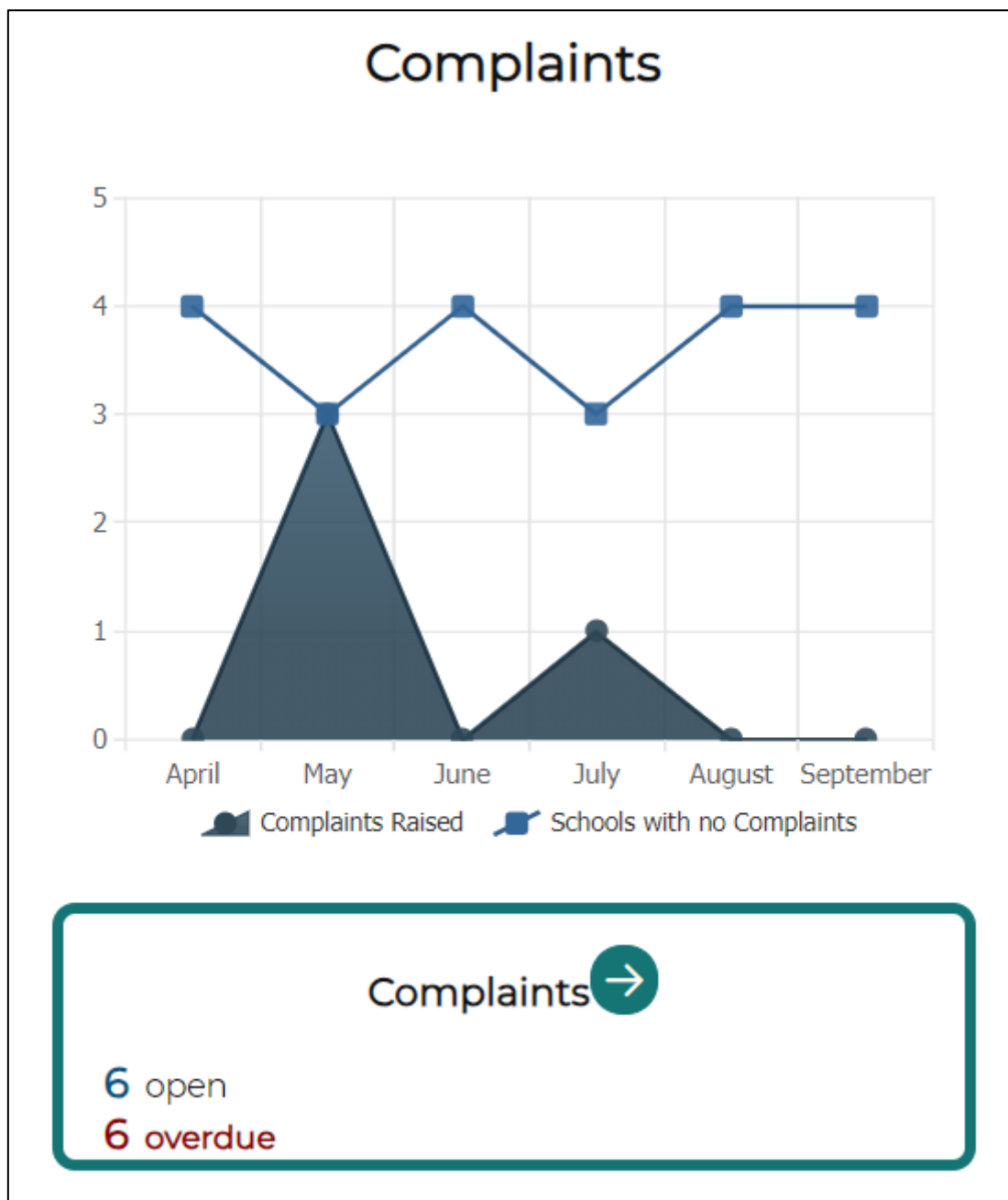
Information Requests Tile

The Information Request tile shows how many Information Requests have been raised within one or more of the schools within your group of schools as well as how many schools have not raised an Information Request within the last six months.



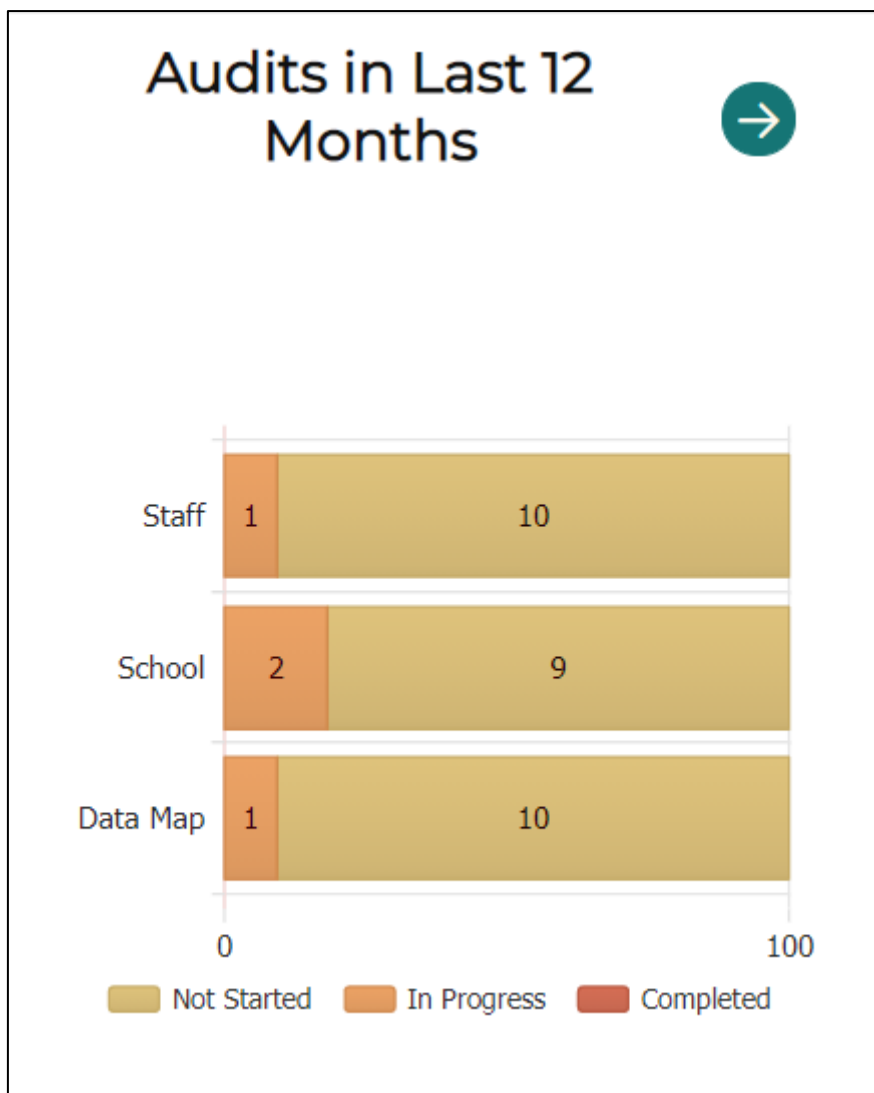
Complaints Tile

The Complaints tile shows how many Complaints have been raised within one or more of the schools within your group of schools as well as how many schools have not raised an Complaint within the last six months.



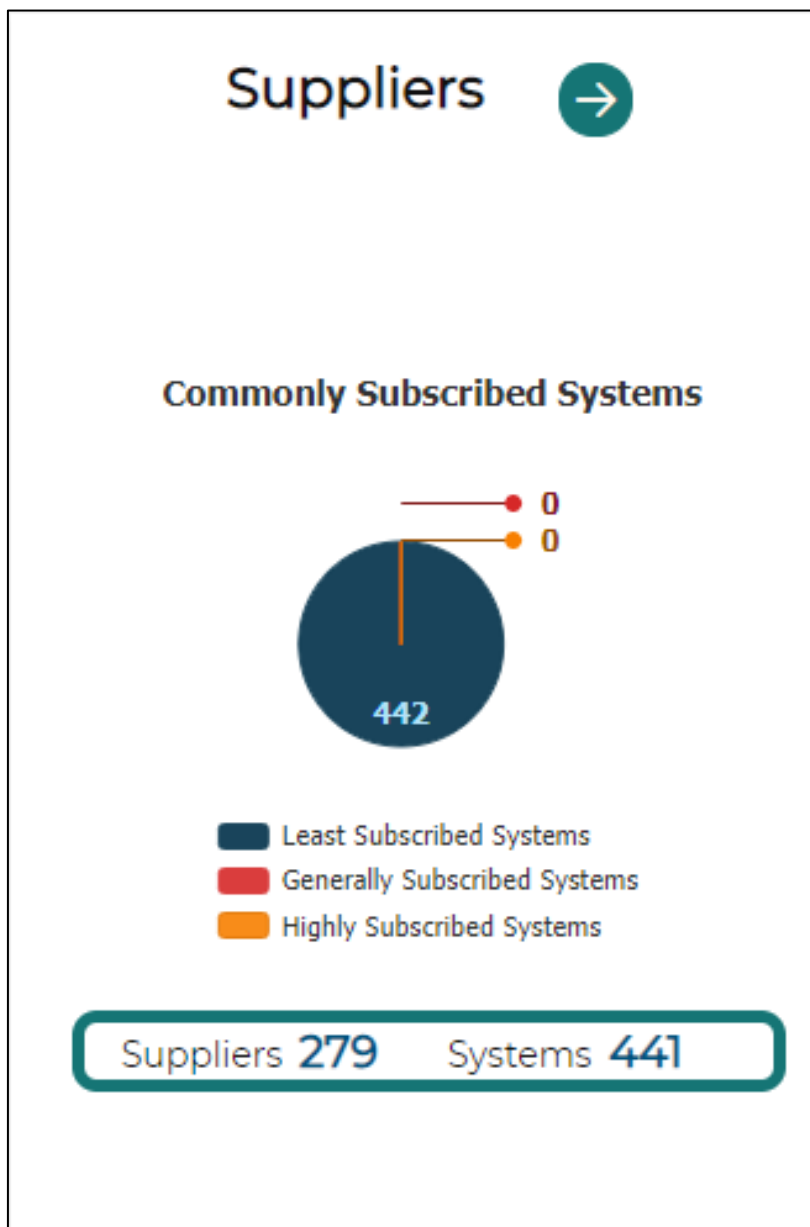
Audits in Last 12 Months Tile

This tile shows how many schools within your group of schools have either completed an Internal Audit, are currently in the middle of one, or have not yet started an internal audit within the last 12 months.



Suppliers Tile

This tile shows you how many systems have been subscribed to across your schools across your group of schools. The different colours break down how many systems which are subscribed to across one or more of your schools, i.e. if there is one system used across multiple schools, or if lots of schools are using different products.

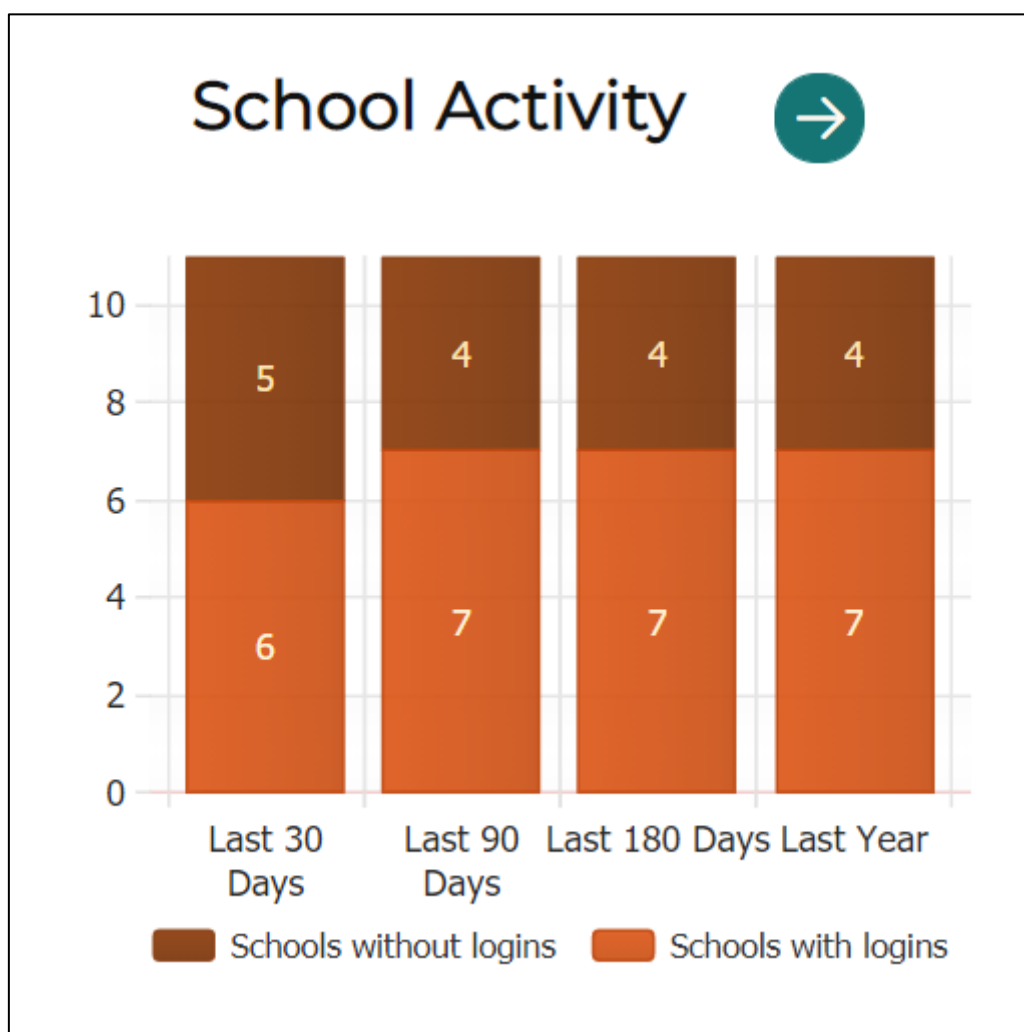


At the bottom of the tile is a complete number of your Suppliers, System which are subscribed to across your group of schools.

School Activity Tile

The Staff Activity tile shows how many school sites within the GDPRiS portal have had users log in across the different date ranges shown.

This is to help provide information on school login activity where you may have asked your users to log in to their school's respective GDPRiS portal and perform an activity such as run through an Internal Audit, read through some documentation, or raise either a Information Request or Data Incident.



Data Tables

For each of the tiles shown on the Group Dashboard, there is a corresponding data table showing the breakdown of the information the tile is displaying.

Incidents

The Incidents data table shows a breakdown of which schools have an Incident and a count of the following:

- Open Incidents
- Incidents which are in the Action Complete status
- Incidents which are in the Closed status
- The total amount of Incidents raised in said school
- The type of Incident raised i.e. if it is a Non-Incident, Non-Reportable or if it is Reportable to the ICO and where no type has yet been assigned

You can choose your date range and then use **Export** to run a report.

School Name	Open	Actions Completed	Closed	Total	Non-Breach	Non-Reportable	Reportable-ICO	No Type
GDPRiS Training Academy Three	0	0	0	0	0	0	0	0
The Training Academy DF	0	0	0	0	0	0	0	0
The Training Academy Five	0	0	0	0	0	0	0	0
The Training Academy Four	0	0	0	0	0	0	0	0

Information Requests

The Information Requests data table provides a breakdown of your schools Information Requests, how many have been raised, what status they are in and where there are any which are overdue for completion.

You can choose your date range and then use **Export** to run a report.

School Name	Total	Not Started	In Progress	Overdue	Completed	Closed (Rejected)
GDPRiS Training Academy Three	0	0	0	0	0	0
The Training Academy DF	0	0	0	0	0	0
The Training Academy Five	0	0	0	0	0	0
The Training Academy Four	0	0	0	0	0	0
The Training Academy KB	0	0	0	0	0	0
The Training Academy One	0	0	0	0	0	0

Complaints

The Complaints data table provides a breakdown of your schools Complaints, how many have been raised, what status they are in and where there are any which are overdue for completion.

You can choose your date range and then use **Export** to run a report

School Name	Total	Receipt Acknowledged	Investigating	Actions Completed	Overdue	Completed	Closed (Rejected)
Kaybee Primary School	0	0	0	0	0	0	0
Kaybee Secondary School	0	0	0	0	0	0	0
Kaybee Training Academy Trust	0	0	0	0	0	0	0
Kaybee Training School	4	4	0	0	4	0	0

Audits


The Audits data table shows information regarding your schools Internal Audit progress. It shows how long the school has left till the end of its scheduled Internal Audit and the percentage of how much the school has completed of its current running Internal Audit broken down across both the individual staff and school audit sections.

School Name	Staff Audit				Organisation Audit			
	Running	Days Left	Days Since	%	Running	Days Left	Days Since	%
GDPRiS Training Academy Three	Yes	15		13	Yes	15		0
The Training Academy DF	No	0		0	No	0		0
The Training Academy Five	No	0		0	No	0		0
The Training Academy Four	No	0		0	No	0		0

Staff Activity


The Staff Activity data table shows how many users across both the current user type i.e. General Staff and School DP Staff have logged in to their respective GDPRiS portal and how many active users there are listed in each school.

You can choose your date range and then use **Export** to run a report.

Site View Group View Incident Log Information Requests Complaints Audits Activity Suppliers						
Start Date		End Date				 Export
School Name	DP Staff			General Staff		
	Total	Active	Logins	Total	Active	Logins
GDPRiS Training Academy Three	4	4	1	2	2	0
The Training Academy DF	6	6	0	1	1	0
The Training Academy Five	7	7	0	1	1	0
The Training Academy Four	5	5	1	1	1	0

Suppliers

The Suppliers data table shows how many Suppliers and Products each school is subscribed to as well as which of those are processing data outside of the UK and or are processing special category data which is important to take a note of.

Site View Group View Incident Log Information Requests Complaints Audits Activity Suppliers				
				 Export
School Name	Suppliers	Systems	Processes Data Outside UK	Processes Special Category Data
GDPRiS Training Academy Three	1	1	0	1
The Training Academy DF	10	13	0	10
The Training Academy Five	5	5	0	4

Contact the Customer Success Team

Office hours

Mon-Thurs: 09:00 - 16:30 GMT

Fri: 09:00 – 15:30 GMT

If you require assistance regarding any section of this help guide, please do not hesitate to contact us via one of the following methods:

Tel: 02039 610 110

Mail: support@gdpris.co.uk

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