



GDPRiS Platform v2 Guidance for Users

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DP Staff

Notifications

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Notifications

Accessing notifications

Within the portal you will be able to access notifications from GDPRiS and your organisation. If for example a breach has been reported, you as a DP Staff will receive an email notifying you and directing you to the portal.

GDPRiS will also send notifications regarding Important news.

You can access the notifications via the icon at the top right of the dashboard or via the navigation pane in the drop-down menu next to the organisation name.

Notification Icon


This can be seen at the top right of the dashboard and in the navigation pane on each page.



Notifications

Once you have accessed the notifications area on the portal you will see that there are read, unread and hidden messages.

Each message will have information regarding who it is from, type of message and the date it was sent.

Use the  to hide a read notification.

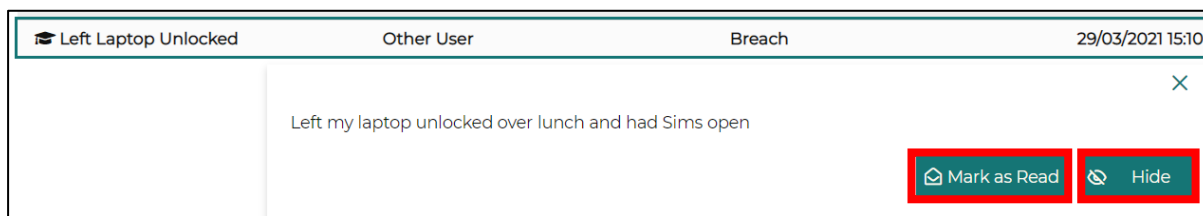
NB: If you have previously hidden a notification, you can use Unhide All to unhide them.

Notifications			
Total: 17 Unread: 2 Hidden: 6			Unhide All
Title	From	Type	Date
Left Laptop Unlocked	Other User	Breach	29/03/2021 15:10
Email sent to wrong person	Karen Brooks	Breach	29/03/2021 15:09
Data Protection does not take a break!	GDPRiS	News	04/06/2019 15:08
Phishing Scam Affecting Schools	GDPRiS	Information	01/02/2019 16:04
Lost USB	Jane Doe	Breach	28/01/2019 11:17
CHECK NOTIFICATIONS	GDPRiS	Information	27/11/2018 17:21

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Click on a message to open it.

Once you have read the message you will have the options to **Mark as Read** or **Hide**



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