



GDPRiS Platform v2 Guidance for Users

Document Version: 1.0
Revision Date: 30/04/2021

DP Staff

Reports

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Report Interface

Overview

Select a report from the drop-down box to open it.

Training and Governors reports are directly downloaded into a Reports Folder in the Documents and Training area

Suppliers and Products

Kaybee Training School

AQA Education

AQA

Location	Delivery	Fields	Customised Fields	Privacy Statement	Terms and Conditions
-	web delivered	10 / 10	0	Yes	Yes

Cookie Statement

Data Processing Agreement	Other Documents	Users	AssetOwner
-	0	3	Ms Sharon D. Miller

Teachit

Page 'Go To' Tools

Move Tool

Zoom Tools

Full Screen Option

Print

View Options

Search

Once you click on the Search icon you can search for specific criteria within the report.

The screenshot shows the 'SEARCH' interface. At the top, there is a search bar containing the text 'ParentPay'. Below the search bar are two checkboxes: 'Match Case' and 'Whole word'. A dark blue 'Search' button is positioned to the right of the search bar. Below the search bar, the 'SEARCH RESULTS' section displays three entries, each with a count of '7':

- ParentPay** Limited 7
- ParentPay** 7
- ParentPay** Ltd (formerly Isuz Limited) 7

Export

By clicking on the Export icon, you can export the reports in various formats i.e., Excel, PDF, Word

The screenshot shows the 'EXPORT' interface. It is divided into several sections:

- Format:** A dropdown menu set to 'Excel (*.xlsx)'.
- MISC:** A section containing several settings:
 - EnableToggles: False (toggle off)
 - MultiSheet: True (toggle on)
 - OpenXmlStandard: Transitional (dropdown)
 - LayoutMode: Paginated (dropdown)
 - RightToLeft: False (toggle off)
 - SheetName: Sheet (text input)
 - UseCompressi...: True (toggle on)
 - UseDefaultPal...: False (toggle off)
- PAGESETTINGS:** A section containing:
 - PageOrientation: Default (dropdown)
 - PaperSize: Default (dropdown)
- SECURITY:** A section containing:
 - Password: <empty> (text input)
 - ProtectedBy: <empty> (text input)
 - ReadOnlyRec...: False (toggle off)
 - WritePassword: <empty> (text input)

At the bottom of the interface is a dark blue 'Export' button.

Parameters

Once you click on Parameters you will be able to change the report view i.e. Trust or School, User or Course etc

The screenshot shows the 'PARAMETERS' interface. It features a dropdown menu labeled 'Select grouping required'. The current selection is 'By User', and a list of options is visible below it:

- By User
- By Course

Individual Reports

Users and Staff Reviews

This report lists all your school's users that have logged in and how many questions those users have completed when running through an Internal Audit.

Staff Data Protection Self-Assessment

This report shows answers which users have given in the Internal Audit questions. You can also see who has not answered a question.

Systems and Users

This report shows the list of systems from the supplier section and the users linked to them as well as the system owner.

Users and Systems

This is a report shows a list of users and any systems they are linked to.

Suppliers and Systems

This report lists the Suppliers and Systems you have selected in the Suppliers section or added manually.

Incidents

This report shows any incidents, including breaches and cyber incidents that have been logged within your school.

All SAQ Responses

This report shows all answers from your School DP Staff questions from all sections of the Internal Audit.

Training Records

This report is downloaded directly into the Report Folder in the Documents and Training area. This report shows you the progress staff have made within the training courses available to them.

High Risk Processing

This report brings together the high-risk systems you use. A Data Protection Impact Assessment (DPIA) should be carried out on each of these suppliers/products to assess the risk of using them as data processors. Any supplier that remains HIGH RISK MUST NOT BE USED.

Information Requests

This report provides you with a list of all your schools Information Requests for your school site.

Document Acknowledgement

This report shows you a list of all your users against each document which has been uploaded to the Documents and Training section where the document requires the user to state that they have read and understood the contents.

Governors

This report is downloaded directly into the Report Folder in the Documents and training area. This pulls all the information from the organisation site into one document to send to Governors.

Data Mapping by System

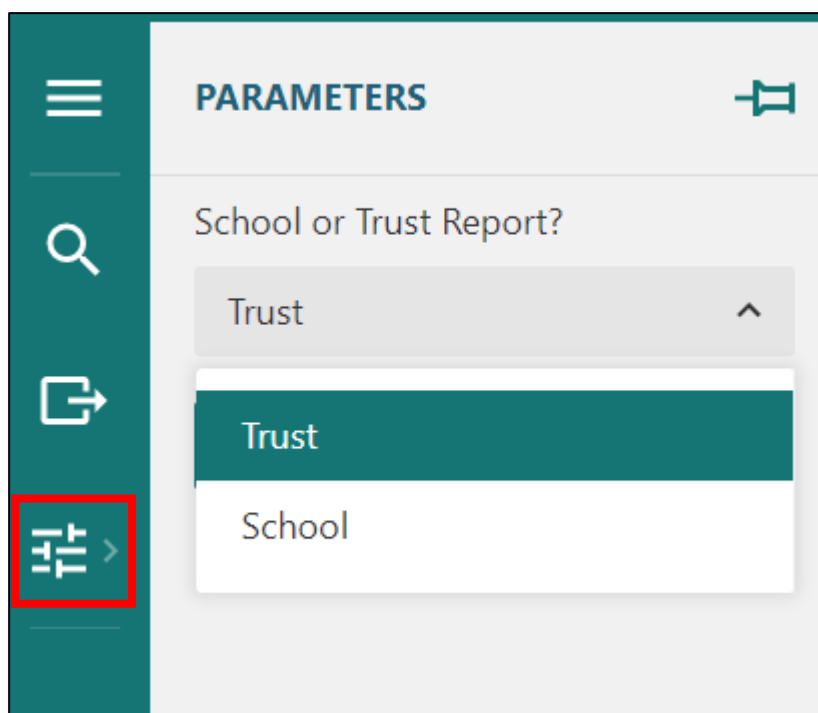
This report is your Record of Processing Activity and takes information from the supplier section as well as your School Profile page. So just by selecting your suppliers and systems, GDPRiS gives you the ability to produce a large part of your RoPA. It shows that you are well on your way to compliance.

Group Reports

For schools which are using a Group/Trust level site, you will be able to make use of the reports specifically for reporting on your schools by changing the parameters. This will remove the need for you to go into each individual school to find the relevant information you need.

All the reports outlined above are available as group reports.

Remember the Training and Governors reports are downloaded directly into a Reports folder in the Documents and Training area



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