

# GDPRiS Platform v2 Guidance for Users

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# **DP Staff**

## School Profile

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#### GDPRiS Platform v2 DP Staff School Profile v1.0

### Contents

GDPRiS Platform v2 Guidance for Users	1
School Profile	3
Contact the Customer Success Team	4
Office hours	4

#### **School Profile**

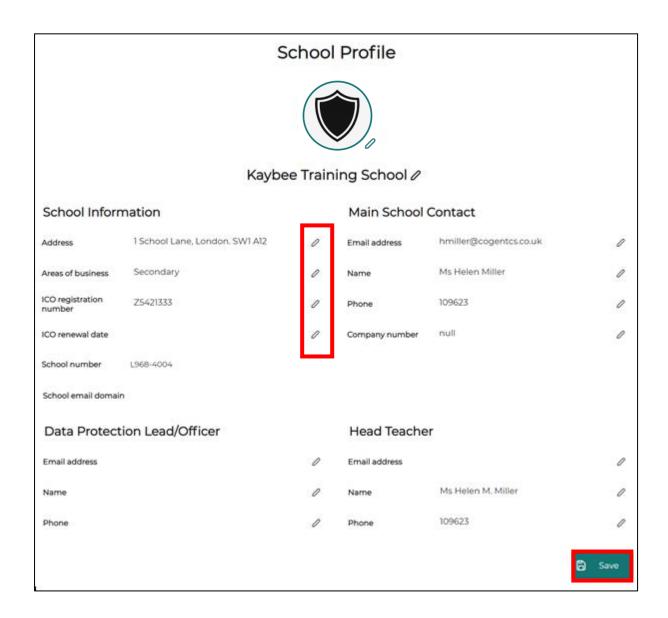
Navigate to the School Profile area via the Administration area on the Navigation Pane.

The information we receive when a school is set up is recorded here.

You can amend and add any details using the 🖊 icon.

It is important that you add any missing information, as it is used to populate some of the reports including the Governors Report and the Data Mapping Report

Please amend or complete any missing details and SAVE.



\* You can find your ICO Information via this link ICO Register

## **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