



# GDPRiS Platform v2 Guidance for Users

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## General Staff

## Dashboard

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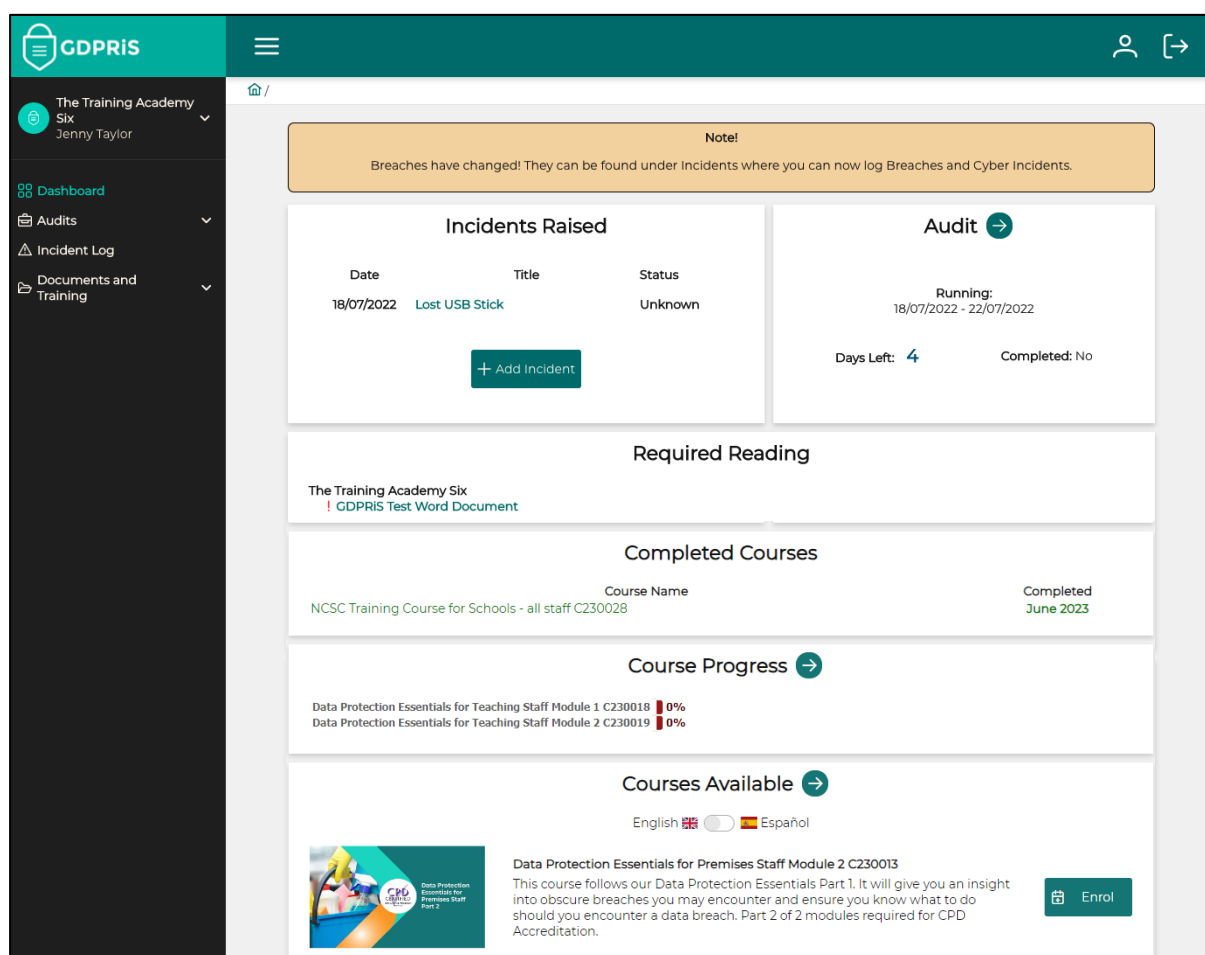
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## Dashboard

When you log in for the first time you will see the **Dashboard**.

Here you will see the Navigation Pane on the left and 4 **tiles** in the main body of the page.

You can use the tiles or the navigation pane to access all areas.



## Incidents

In this tile you can log an Incident (Data Breach or Cyber-attack) and keep an eye on its status.

## Staff Audit

This tile shows information regarding the Internal Audit. You can click this link or the **Audit** link in the navigation pane to take you to the questions you need to answer on Data Protection Awareness. There are 2 parts to this audit, and you can access each section within the Internal Audit link

## Required Reading

This tile shows documents which are required to be read by you. The documents which have not been downloaded will be indicated by a red flashing exclamation mark. When you have read the document, there will be an empty amber box which you can put a ticket in to indicate that you have read said document.

## Completed Courses

This section will show any courses you have completed with a date.

## Courses Progress

This section shows how much progress has been made against each course which you have been allocated or have enrolled on.

## Courses Available

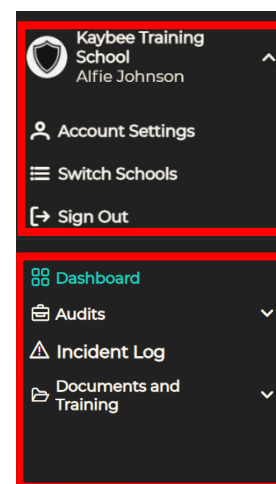
This section of the dashboard provides a list of data protection training courses which you can enrol on and complete.

## Navigation Pane

This is split into two sections.

To access the top section please use the drop-down arrow next to the organisation name.

Each area of the navigation pane can also be expanded to access various pages.



You can also access your **Account Settings** and **Log Out** via the icons at the top left of the dashboard.



## 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](mailto:support@gdpris.co.uk)