



GDPRiS Platform v2 Guidance for Users

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General Staff

Documents

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Documents and Training

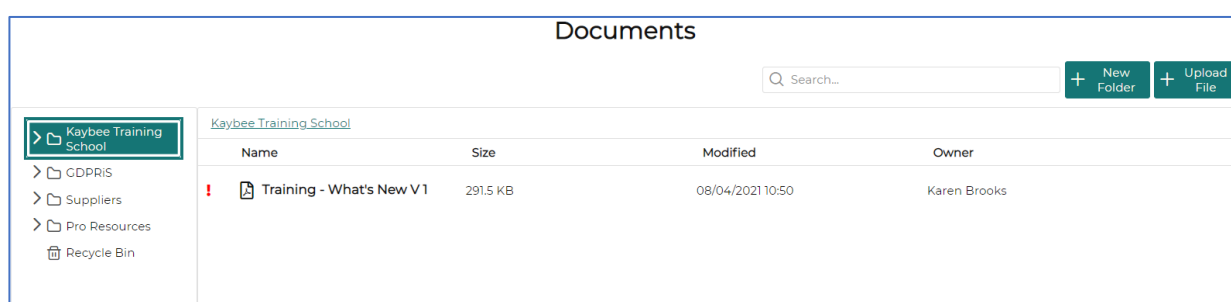
Navigate to the **Document** area via **Documents and Training** on the **Navigation Pane**.

In the **School** folder you will be able to access the information that your DP lead has added to the section for you to view. This could be documents, videos, or websites.

If your DP lead has asked you to acknowledge a document, you will see an exclamation mark which will be visible in red.

Once you select/open the document you can tick the acknowledge box that appears.

The **GDPRiS folder** has lots of information and resources for you including the user guides.



Add a Folder

Select **New Folder**.

Name the folder and set the permissions required and click **OK**.

Select Upload File.

Browse for the file using **Choose** or use the **Drag and Drop** method.

You can add a website address in the **URL** field.

Fill in details and set permissions as required and click **SAVE**.

Upload a File

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