



GDPRiS Platform v2 Guidance for Users

Document Version: 1.01
Revision Date: 07/03/2023

General Staff

Internal Audit

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Internal Audit

Navigate to the **Internal Audit** via the **Audits** area on the **Navigation Pane**.

Use the drop-down menu to select from the audits available to you.

How to Answer your Questions

All the questions follow the same format. See this example.

There is a question, a multiple-choice answer selection, sub questions and a free text box available for each one, when you click on the question, where you can add to your answer.

The screenshot displays the 'Internal Audit' interface. At the top, there is a 'Select Type' dropdown menu set to 'Personal Questions', a 'Save Progress' button, and a 'Complete and Lock' button. The main content area shows a question: '1 Are you confident you are able to keep your logins secure?'. Below the question is a 'More details' link and a sub-question: '1.1 Do all your passwords contain 10 or more characters and that can't be guessed?'. A 'Hint' box provides advice on password strength. Below the hint is a 'Comments' text box containing the text: 'The school has a password policy which I follow'. A dropdown menu for the sub-question is open, showing options: 'Yes', 'No', 'Partly', 'Yes', and 'Not applicable (NA)'. The 'Yes' option is selected. At the bottom, there is another question: '1.2 Do you know that you must not share your passwords with others?' with a 'Yes' dropdown menu.

Use **Save Progress** if you need to leave the page or continue later.

Once you have completed this section **Complete and Lock**

Note: Once you have clicked **Complete and Lock**, you will not be able to either add to or amend your existing answers.

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