



# GDPRiS Platform v2 Guidance for Users

Document Version: 1.5  
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## DP Staff

## Documents

## Contents

<b>GDPRiS Platform v2 Guidance for Users .....</b>	<b>1</b>
<b>Documents.....</b>	<b>3</b>
GDPRiS Folder.....	4
Suppliers Folder .....	4
Upload a File to a Supplier .....	4
Pro Resources Folder.....	5
Create a New Folder .....	7
Upload a File to a Folder .....	8
Moving Files .....	10
Delete a Folder.....	11
Deleting Files.....	11
Recycle Bin .....	12
Restore Deleted Files .....	13
<b>Contact the Customer Success Team.....</b>	<b>14</b>
Office hours.....	14

## Documents

The **Documents** area provides you with a filing system for storing your GDPR related documentation.

**The following file types are acceptable:**

**doc, rtf, docx, msg, xlsx, pdf, xls, ppt, odp, odt, pptx, ppsx, xlsx, jpg, png, tif, mp4, txt**

Within this area you have the facility to create a directory structure.

Folders can be created within your organisation folder e.g., Policies, Training, Reports.

A Trust level folder is available to share documents across all the schools within a Trust.

The **Documents** area will make up part of the evidence that you are complying with GDPR. Under GDPR it is a requirement to demonstrate that all staff have undertaken Data Protection training. You can also access our free GDPRiS resources here.

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

In the **Documents** section you will be able to create a directory structure of your choosing. This directory can be used to store various file types and to collate your GDPR compliance documents, training documents etc.

When you first come to the **Documents** section, it will be empty. The top-level school folder highlighted in the screen shot below is where you can start to create your folder structure and upload files.

The screenshot shows the 'Documents' interface. At the top, there is a search bar and two buttons: '+ New Folder' and '+ Upload File'. Below this is a navigation pane on the left with a tree view showing 'Kaybee Training School' selected, with sub-items: 'GDPRiS', 'Suppliers', 'Pro Resources', and 'Recycle Bin'. The main area displays a table of items under the heading 'Kaybee Training School'.

Name	Size	Modified	Owner
Folder Policies		13/05/2019 11:36	
Folder Reports		19/02/2021 07:53	
Folder Training		15/05/2019 13:42	
ICO website		10/05/2019 16:07	Karen Brooks
! Training Guide	298547 B	08/04/2021 11:13	Karen Brooks

## GDPRiS Folder

This folder contains various GDPR resources which you can use to help your school improve its understanding and compliance in data protection.



Name	Size	Modified	Owner
Campaigns, Posters and Displays		04/06/2019 08:37	
GDPRiS Resources		03/05/2019 15:49	
Useful websites		03/05/2019 15:27	

**Note: Files found within the GDPRiS folder are downloadable but are not editable.**

## Suppliers Folder

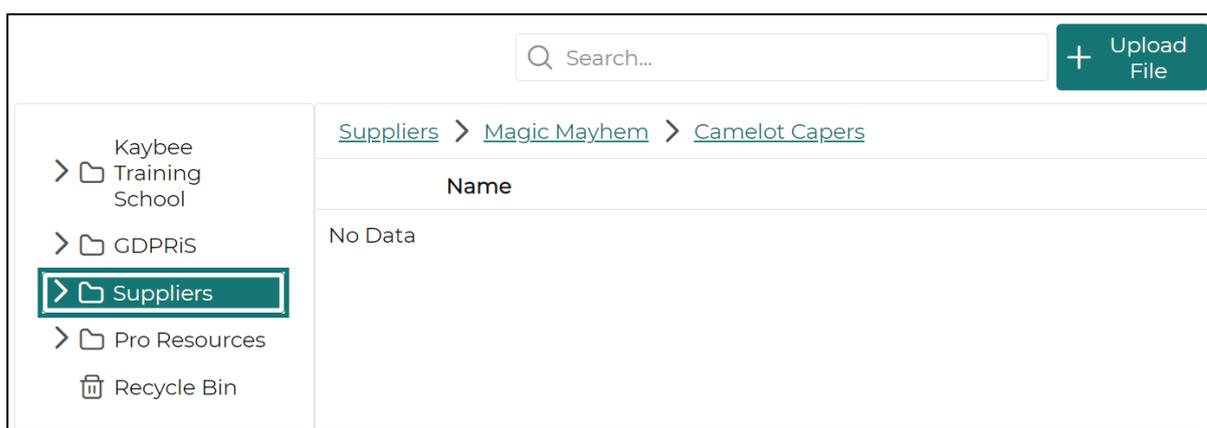
### Upload a File to a Supplier

Documents relating to a specific supplier i.e. a Data Sharing Agreement or a DPIA can be uploaded to that supplier on the Documents and Training page of the portal.

Navigate to the **Suppliers** folder in **Documents and Training**.

Open the folder you wish to add a file to.

Click **'Upload File'**.



Search...

Upload File

Kaybee Training School > GDPRiS > Suppliers

Suppliers > Magic Mayhem > Camelot Capers

Name
No Data

Browse for the file to be uploaded using **Choose** or the **Drag and Drop** method.

Fill in any details necessary.

By marking the document with **"Restrict Access"**, this means that only the users with the School DP Staff role will be able to see the document.

**SAVE.**

## Pro Resources Folder

You will find in this service everything a developing DPO needs to become compliant on the compliance pathway. Not only are there a wealth of bespoke and unique resources but also a unique tool to produce a Data Protection Impact Assessment simply and effectively for all processing activities.

Our resources are available to guide you through **Data Information Governance** to ensure your organisation responds to its duties to keep personal data safe.

Your **Information Governance** team will be provided with a management process of accountability and responsibility from the board down, to ensure data protection compliance.

We provide example **Policies and Procedures** to support and direct you in records management, information security and data sharing. In addition, you will find documentation for **Suppliers and Processors** which links to the data maps in the GDPRiS software.

Data Protection is not a 'one-off' event. The GDPRiS Support Team will be on hand to prompt **GDPRiS Pro customers** only, to ensure they continue to monitor and review compliance and the effectiveness of data handling and security controls.

Your **Record of Processing Activity, RoPA** will be an integrated part of our activities. **GDPRiS Pro users** will have available templates for evidence recording against specific individuals or groups.

**Data Protection by Design** is at the heart of all we offer and promote. We will show you processes for Data minimisation, Pseudonymisation, Transparency and IAs/DPIAs. Our DPIA tool is unique in the Data Protection services market. We will help you understand how important it is to carry out these reviews which will result in you producing professional documentation linked directly to the way you process data.

Without doubt **Training and Awareness** of Data Protection principles are key to a successful and sustainable data safe environment. **GDPRiS Pro users** will have access to a needs-based training programme for all staff covering induction, refresher and specialist training, review and KPIs.

You must make sure that all your data subjects, and their carers, are fully informed of their rights and how they can ask for more details. **Fair Processing and effective Communications** evolves through clear communications for individuals about the processing and sharing of their personal data.

You will find some smart templates to help with **Risk Assessments** with guidance on which areas to prioritise. **GDPRiS Pro customers** will be reminded at all times of the need to fulfil an individual's rights of data processing with clarity, safely and within the law. **Data Quality and its Retention** will ensure that data processed is accurate and retained for no longer than is necessary.

**Information Security** is key, and we offer **GDPRiS Pro customers** pointers to appropriate security measures for data which is received, stored, processed, or transmitted. We are here to help with **Subject Requests Disclosures**. We will advise on procedures to respond to subject requests or ad hoc 3rd party requests including documents of information sharing procedures and decisions.

GDPRiS Pro Folder Structure

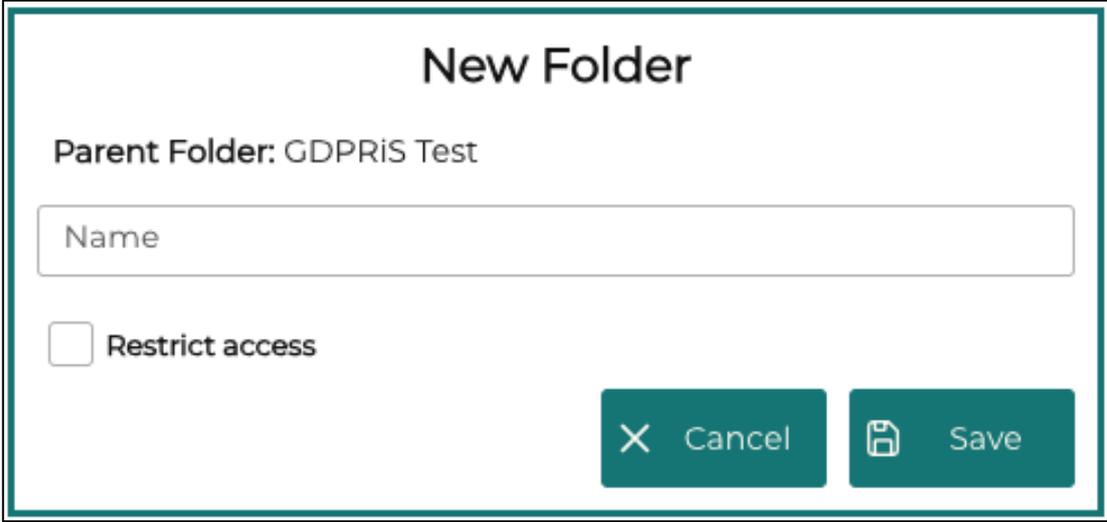
<ul style="list-style-type: none"> <li>&gt; Kaybee Training School</li> <li>&gt; GDPRiS</li> <li>&gt; Suppliers</li> <li>&gt; <b>Pro Resources</b></li> <li>Recycle Bin</li> </ul>	<a href="#">Pro Resources</a>			
	Name	Size	Modified	Owner
	00. Accountability Toolkit		13/04/2021 13:47	
	01. Information Governance		13/04/2021 13:48	
	02. Policies and Procedures		13/04/2021 13:48	
	03. Suppliers and Processors		13/04/2021 13:48	
	04. Monitoring Compliance		13/04/2021 13:48	
	05. Lawful basis including RoPA		13/04/2021 13:48	
	06. Data Protection by Design		13/04/2021 13:49	
	07. Training and Awareness		13/04/2021 13:49	
08. Fair Processing, Communications		13/04/2021 13:49		

<ul style="list-style-type: none"> <li>&gt; Kaybee Training School</li> <li>&gt; GDPRiS</li> <li>&gt; Suppliers</li> <li>✓ Pro Resources             <ul style="list-style-type: none"> <li>00. Accountability Toolkit</li> <li>01. Information Governance</li> <li><b>02. Policies and Procedures</b></li> <li>03. Suppliers and Processors</li> <li>04. Monitoring Compliance</li> </ul> </li> </ul>	<a href="#">Pro Resources</a> > <a href="#">02. Policies and Procedures</a>			
	Name	Size	Modified	Owner
	DfE Data Protection and Privacy Notices		13/04/2021 14:34	Craig
	GDPRiS_DataBreach_flowchart	53.4 KB	13/04/2021 14:18	Craig
	GDPRiS_Data_Protection Policy	133.8 KB	13/04/2021 14:18	Craig
	GDPRiS_Data_breach_process_flow	98.3 KB	13/04/2021 14:18	Craig
	GDPRiS_Privacy_Notice_for_pupils	1.6 MB	13/04/2021 14:19	Craig

## Create a New Folder

To create a new folder, make sure you are in the relevant folder where you want the folder to be located.

Click **New Folder**.



The image shows a 'New Folder' dialog box. At the top, it says 'New Folder'. Below that, it indicates the 'Parent Folder: GDPRiS Test'. There is a text input field for the 'Name' of the folder. Below the input field is a checkbox labeled 'Restrict access'. At the bottom right, there are two buttons: 'Cancel' with an 'X' icon and 'Save' with a floppy disk icon.

Add a folder name.

By marking the document with “**Restrict Access**”, this means that only the users with the School DP Staff role will be able to see the folder.

Click **SAVE** when you are finished making changes.

If your school is a Trust/MAT/LA/Academy etc, you can put a tick in the box for “**Do not share with schools**” so that the folder will only be visible in your top-level organisation and not your associated schools.

**Note: Folders currently cannot be moved.**

## Upload a File to a Folder

To upload a file, make sure you are in the relevant folder where you want the file to be located.

Click **Choose** or use the **Drag and Drop** method.

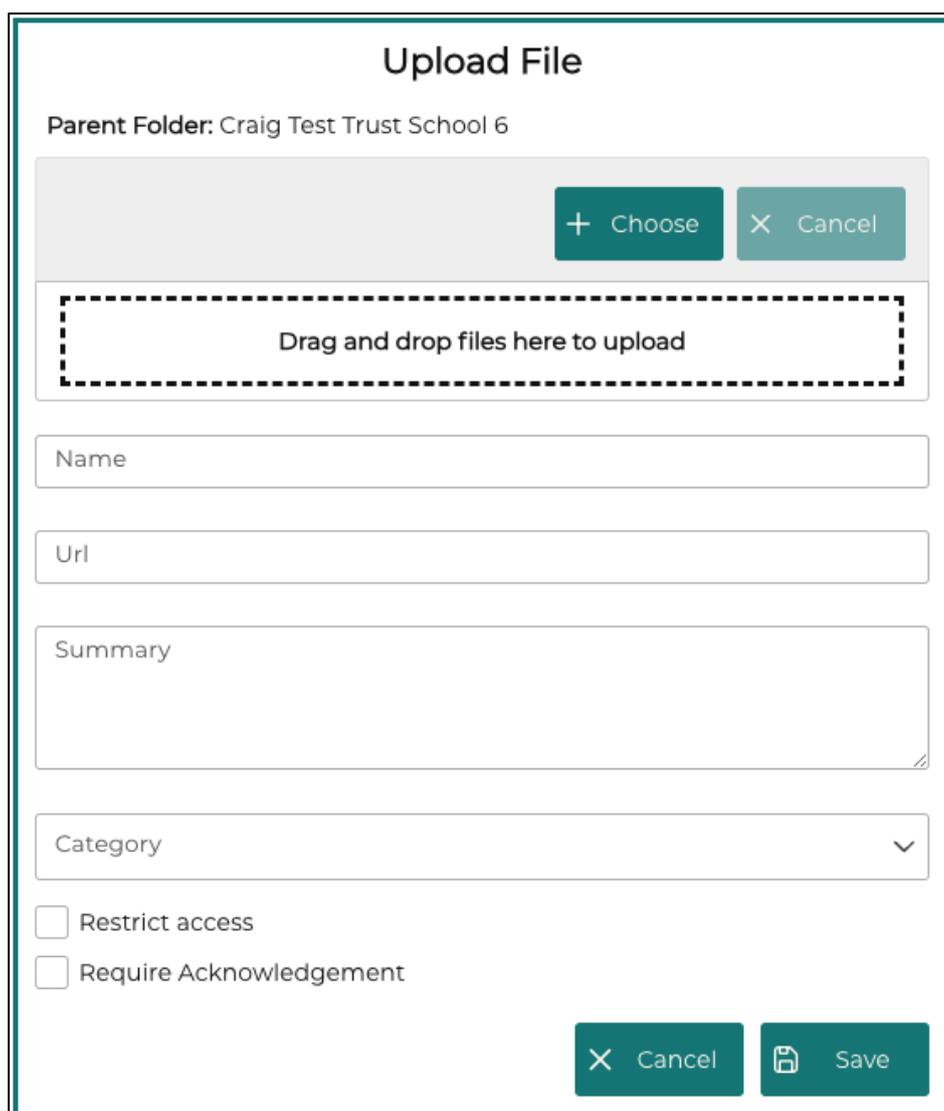
Browse for the relevant file or add a website URL.

Change the name of the file if you want it to be listed as something different to its original name.

By marking the document with “**Restrict Access**”, this means that only the users with the School DP Staff role will be able to see the document.

Put a tick in the “**Require Acknowledgement**” box if you need to track that your staff have read and understood a document.

Click **SAVE** once you are happy with all the changes.



The screenshot shows the 'Upload File' interface. At the top, it displays the 'Parent Folder: Craig Test Trust School 6'. Below this, there are two buttons: '+ Choose' and 'X Cancel'. A dashed box indicates the area for 'Drag and drop files here to upload'. Underneath, there are input fields for 'Name', 'Url', and 'Summary'. A 'Category' dropdown menu is also present. At the bottom, there are two checkboxes: 'Restrict access' and 'Require Acknowledgement'. Finally, there are two buttons at the bottom right: 'X Cancel' and a 'Save' button with a floppy disk icon.

When someone uploads a document with “**Require Acknowledgement**” selected, they will see one of the following icons appear next to it.

 This is an indication that there is a new document for users to read and mark that they have read and understood said document.

 This red box will appear meaning that users have downloaded the document and it is for them to click on this red box to acknowledge that they have read the document.

 This green ticked box indicates that the user has downloaded said document and that they have read and understood the contents of said document.

**Note:** The user who uploads a document will not see the yellow exclamation mark, they will immediately see the red box. This is because, as they are the user who uploaded the document, they will not be required to confirm that they have read it.

## Moving Files

User can move files via the Move icon on the right-hand side of the file.



Name	Size	Modified	Owner	
📁 Policies		13/05/2019 11:36		🔗 🗑️
📁 Reports		19/02/2021 07:53		
📁 Training		15/05/2019 13:42		🔗 🗑️
🔗 ICO website		10/05/2019 16:07	Karen Brooks	📁 🔗 🗑️
📄 Training Guide	1126948 B	08/04/2021 12:34	Karen Brooks	📁 🔗 🗑️

Select the folder which you would like to move the file to and then click **MOVE**.

### Move File

**Name:** Training Guide  
**Current Folder:** Kaybee Training School

**New Folder**

- 📁 Kaybee Training School
  - 📁 Policies
  - 📁 Reports
  - 📁 Training

🗑️ Cancel   📁 Move

## Delete a Folder

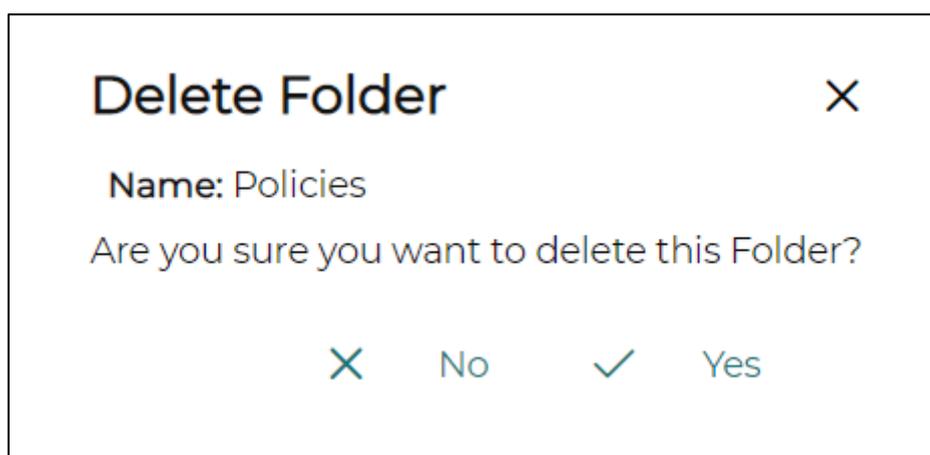
If a folder is empty, it can be deleted using the **Delete** icon.



Once the **Delete** icon is clicked you will see a warning pop-up.

Click **Yes** on the popup window.

**NB. If the folder contains files these need to be deleted before the folder can be deleted.**



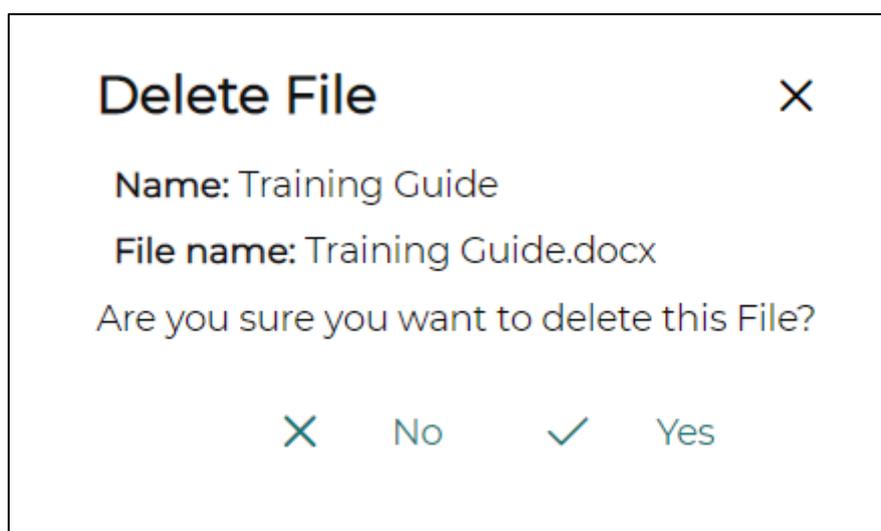
## Deleting Files

Files can be deleted using the **Delete** icon.



Once the **Delete** icon is clicked you will see a warning pop-up.

Click **Yes** to delete the file.



## Recycle Bin

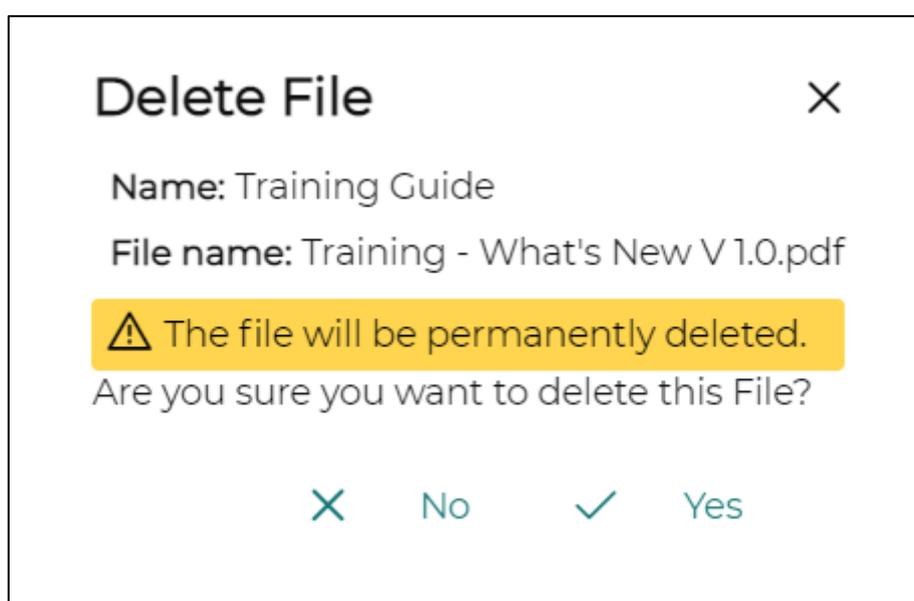
Deleted files will go into the recycle bin.

Files can be deleted from the recycle bin using the **Delete** icon.



Once the **Delete** icon is clicked you will see a warning pop-up.

Click **Yes** to permanently and irrecoverably erase the file.

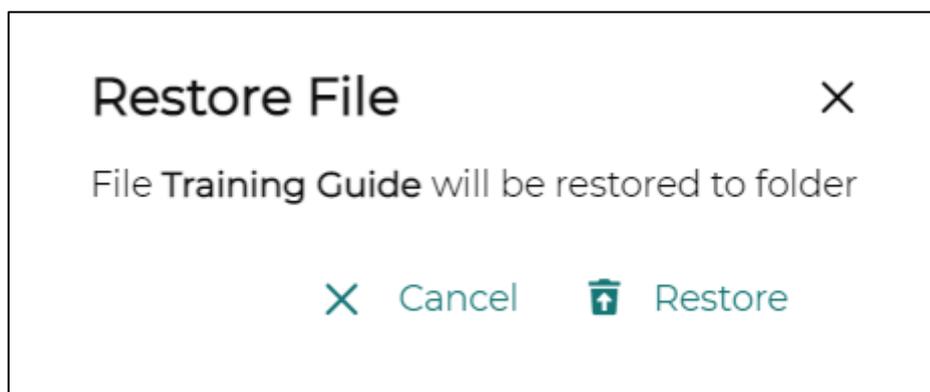


## Restore Deleted Files

Files can be restored from the recycle bin using the **Restore** icon.



Click **Restore** to restore the 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](mailto:support@gdpris.co.uk)