GDPRiS Platform v2 Guidance for Users

DP Staff

Group Dashboard

Contents

Group Dashboard

Tiles

On the Group View dashboard, you will be able to see various tiles showing information on the portal activity across the schools. These will include the following depending on what information is available within the school portals:

- Incidents
- Information Requests
- Complaints
- Internal Audits
- Suppliers & Systems
- School Login Activity
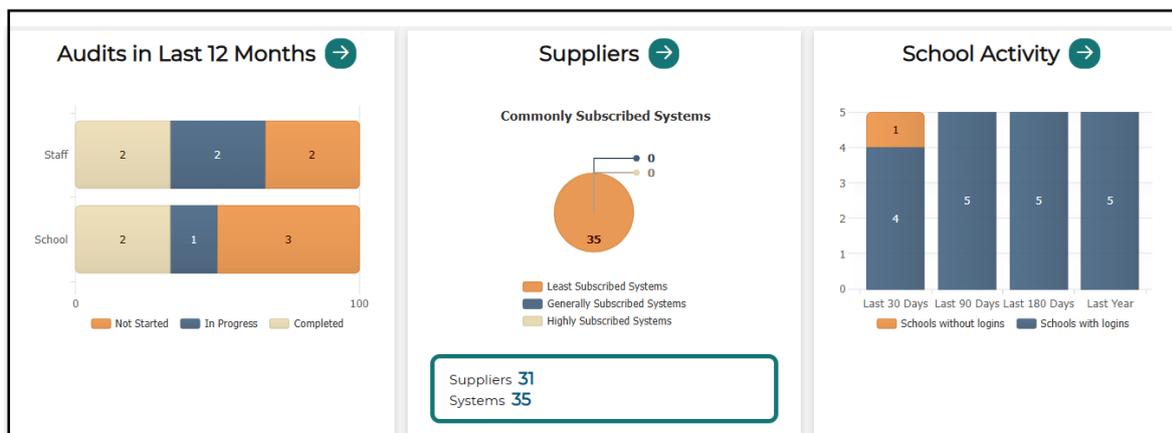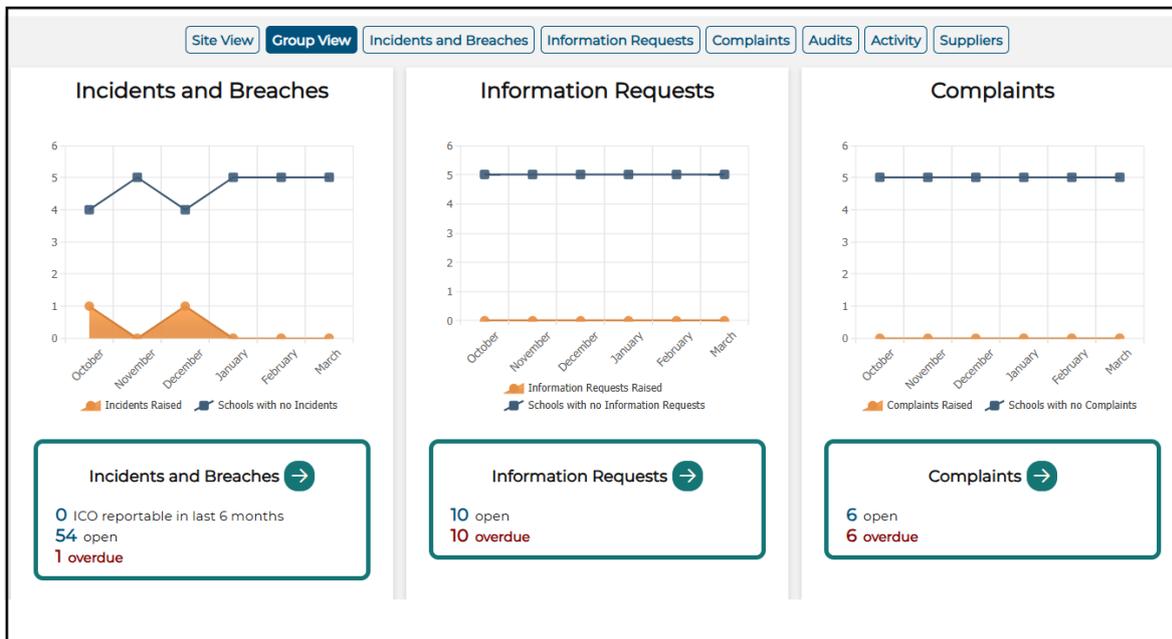
Incidents Tile

The Incidents tile shows how many Incidents have been raised within your organisation as well as how many schools have not raised an Incident within the last six months.

Information Requests Tile

The Information Request tile shows how many Information Requests have been raised within one or more of the schools within your group of schools as well as how many schools have not raised an Information Request within the last six months.

Complaints Tile

The Complaints tile shows how many Complaints have been raised within your organisation as well as how many schools have not raised a Complaint within the last six months.

Audits in Last 12 Months Tile

This tile shows how many schools within your organisation have either completed an Internal Audit, are currently in the middle of one, or have not yet started an internal audit within the last 12 months.

Suppliers Tile

This tile shows you how many systems have been subscribed to across your organisation. The different colours break down how many systems which are subscribed to across one or more of your schools, i.e. if there is one system used across multiple schools, or if lots of schools are using different systems.

At the bottom of the tile is a count of your Suppliers and System which are subscribed to across your group of schools.

School Activity Tile

The Staff Activity tile shows how many school sites within the GDPRiS portal have had users log in across the different date ranges shown.

This is to help provide information on school login activity where you may have asked your users to log in to their school's respective GDPRiS portal and perform an activity such as run through an Internal Audit, read through some documentation, or raise either an Information Request or Incident etc.

Data Tables

For each of the tiles shown on the Group View page, there is a corresponding data table showing the breakdown of the information the tile is displaying.

Incidents

The Incidents data table shows a breakdown of which schools have an Incident and a count of the following:

- Open Incidents/Breaches
- Incidents or Breach which are in the Action Complete status
- Incidents or Breach which are in the Closed status
- The total amount of Incidents/Breaches raised in said school
- The type of Incident raised i.e. if it is a Non-Breach, Non-Reportable or if it is Reportable to ICO and where no type has yet been assigned.

You can choose your date range and then use **Export** to run a report.

Site View	Group View	Incidents and Breaches	Information Requests	Complaints	Audits	Activity	Suppliers	

Start Date			End Date						
12/09/2025			12/03/2026						Export

School Name ↑↓	Open ↑↓	Actions Completed ↑↓	Closed ↑↓	Total ↑↓	Non-Breach ↑↓	Non-Reportable ↑↓	Reportable ICO/Data Subjects ↑↓	No Type ↑↓
GDPRiS Test Level - 1 - 1	0	0	0	0	0	0	0	0
GDPRiS Test Level - 1 - 2	0	0	0	0	0	0	0	0
GDPRiS Test Level - 1 Parent	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 1	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 2	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 Parent	0	0	0	0	0	0	0	0
GDPRiS Test Level - 3 - 1	0	0	0	0	0	0	0	0
GDPRiS Test Level - 3 - 2	0	0	0	0	0	0	0	0
GDPRiS Test Level - 3 Parent	0	0	0	0	0	0	0	0
GDPRiS Test Top Parent	0	0	0	0	0	0	0	0

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Information Requests

The Information Requests data table provides a breakdown of your schools Information Requests, how many have been raised, what status they are in and where there are any which are overdue for completion.

You can choose your date range and then use **Export** to run a report.

| Site View | Group View | Incidents and Breaches | Information Requests | Complaints | Audits | Activity | Suppliers |

Start Date		End Date				
12/09/2025		12/03/2026				Export

School Name ↑↓	Open ↑↓	Actions Completed ↑↓	Closed ↑↓	Total ↑↓	Non-Breach ↑↓	Non-Reportable ↑↓	Reportable ICO/Data Subjects ↑↓	No Type ↑↓
GDPRiS Test Level - 1 - 1	0	0	0	0	0	0	0	0
GDPRiS Test Level - 1 - 2	0	0	0	0	0	0	0	0
GDPRiS Test Level - 1 Parent	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 1	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 2	0	0	0	0	0	0	0	0
GDPRiS Test Level - 2 Parent	0	0	0	0	0	0	0	0

Complaints

The Complaints data table provides a breakdown of your schools Complaints, how many have been raised, what status they are in and where there are any which are overdue.

You can choose your date range and then use **Export** to run a report

| Site View | Group View | Incidents and Breaches | Information Requests | Complaints | Audits | Activity | Suppliers |

Start Date		End Date				
12/09/2025		12/03/2026				Export

School Name ↑↓	Total ↑↓	Receipt Acknowledged ↑↓	Investigating ↑↓	Actions Completed ↑↓	Overdue ↑↓	Completed ↑↓	Closed (Rejected) ↑↓
GDPRiS Test Level - 1 - 1	0	0	0	0	0	0	0
GDPRiS Test Level - 1 - 2	0	0	0	0	0	0	0
GDPRiS Test Level - 1 Parent	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 1	0	0	0	0	0	0	0
GDPRiS Test Level - 2 - 2	0	0	0	0	0	0	0
GDPRiS Test Level - 2 Parent	0	0	0	0	0	0	0
GDPRiS Test Level - 3 - 1	0	0	0	0	0	0	0
GDPRiS Test Level - 3 - 2	0	0	0	0	0	0	0
GDPRiS Test Level - 3 Parent	0	0	0	0	0	0	0
GDPRiS Test Top Parent	0	0	0	0	0	0	0

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Audits

The Audits data table shows information regarding your schools Internal Audit progress. It shows if there any active audits running at that time, how long the school has left till the end of its scheduled Internal Audit and the percentage of how much the school has completed of its current Internal Audit broken down across both the individual staff and organisation audit sections.

School Name ↑↓	Staff Audit				Organisation Audit			
	Running ↑↓	Days Left ↑↓	Days Since ↑↓	% ↑↓	Running ↑↓	Days Left ↑↓	Days Since ↑↓	% ↑↓
GDPRiS Test Level - 1 - 1	No	0	0		No	0	0	
GDPRiS Test Level - 1 - 2	No	0	0		No	0	0	
GDPRiS Test Level - 1 Parent	No	0	0		No	0	0	
GDPRiS Test Level - 2 - 1	No	0	0		No	0	0	
GDPRiS Test Level - 2 - 2	No	0	0		No	0	0	
GDPRiS Test Level - 2 Parent	No	0	0		No	0	0	
GDPRiS Test Level - 3 - 1	No	0	0		No	0	0	
GDPRiS Test Level - 3 - 2	No	0	0		No	0	0	
GDPRiS Test Level - 3 Parent	No	0	0		No	0	0	
GDPRiS Test Top Parent	No	0	0		No	0	0	

Staff Activity

The Staff Activity data table shows how many users across your organisation have logged in to their respective GDPRiS portal and how many active users there are listed in each school.

You can choose your date range and then use **Export** to run a report.

School Name ↑↓	All Staff		
	Total ↑↓	Active ↑↓	Logins ↑↓
GDPRiS Test Level - 1 - 1	2	2	0
GDPRiS Test Level - 1 - 2	2	2	0
GDPRiS Test Level - 1 Parent	3	3	0
GDPRiS Test Level - 2 - 1	2	2	0
GDPRiS Test Level - 2 - 2	2	2	0
GDPRiS Test Level - 2 Parent	2	2	1
GDPRiS Test Level - 3 - 1	2	2	0
GDPRiS Test Level - 3 - 2	2	2	0
GDPRiS Test Level - 3 Parent	2	2	0
GDPRiS Test Top Parent	4	4	0

Suppliers

The Suppliers data table shows how many Suppliers and Systems each school is subscribed to as well as which of those are processing data outside of the UK and or are processing special category data which is important to take a note of.

	Site View	Group View	Incidents and Breaches	Information Requests	Complaints	Audits	Activity	Suppliers

⧉ Export

School Name ↑↓	Suppliers ↑↓	Systems ↑↓	Processes Data Outside UK ↑↓	Processes Special Category Data ↑↓
GDPRiS Test Level - 1 - 1	1	1	0	0
GDPRiS Test Level - 1 - 2	1	1	0	0
GDPRiS Test Level - 1 Parent	1	1	0	0
GDPRiS Test Level - 2 - 1	1	1	0	0
GDPRiS Test Level - 2 - 2	1	1	0	0
GDPRiS Test Level - 2 Parent	1	1	0	0
GDPRiS Test Level - 3 - 1	1	1	0	0
GDPRiS Test Level - 3 - 2	1	1	0	0
GDPRiS Test Level - 3 Parent	1	1	0	0
GDPRiS Test Top Parent	2	2	0	1

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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