



# GDPRiS Platform v2 Guidance for Users

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## DP Staff

## School Profile

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## School Profile

Navigate to the **School Profile** area via the **Administration** area on the **Navigation Pane**.

The information we receive when a school is set up is recorded here.

You can amend and add any details using the  icon.


It is important that you add any missing information, as it is used to populate some of the reports including the Governors Report and the Data Mapping Report
















### Key Users

To ensure smooth and efficient management of **roles** and **permissions** in our upcoming permissions control model, we kindly ask you to designate a **key user**.

This individual will have the authority to oversee and adjust **roles** and **permissions** as needed, ensuring that access rights are appropriately managed and maintained. By appointing a **key user**, you can help streamline operations and enhance security within your team. Thank you for your cooperation!

Please amend or complete any missing details and **SAVE**.

**Kaybee Training School** 

School Information	Main School Contact
Address: 1 School Lane, School Road, SC17 1Z3 	Email Address: karen.brooks@cogentcs.co.uk 
Areas of business: Secondary 	Name: Karen Brooks 
ICO registration number 	Phone: 0203 287 0074 
ICO renewal date 	Company number: DEMO-0002 
School number	
School Email Domain	
Data Protection Lead/Officer	Head Teacher
Email Address: jmorgan@cogentcs.co.uk 	Email Address: gdavies@cogentcs.co.uk 
Name: Joanna Morgan 	Name: George Davies 
Phone: 012345677889 	Phone: 0203 287 0074 
<b>Key Users</b>	
Owner <div style="border: 1px solid #ccc; height: 20px; width: 100%; position: relative;"> <div style="position: absolute; right: 5px; top: 5px;">v</div> </div>	
 Save	

\* You can find your ICO Information via this link [ICO Register](#)

## 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)