

GDPRiS Platform v2 Guidance for Users

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General Staff

Internal Audit

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Internal Audit

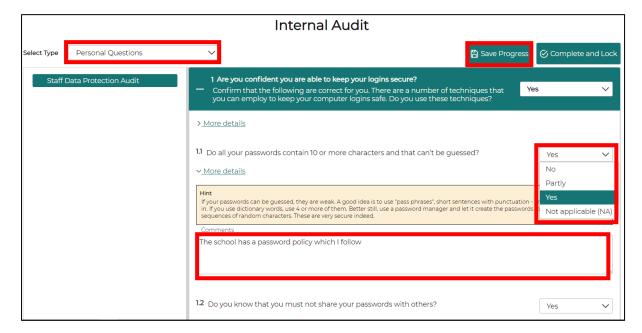
Navigate to the Internal Audit via the Audits area on the Navigation Pane.

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.



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