



GDPRiS Platform v2 Guidance for Users

Document Version: 1.0
Revision Date: 30/04/2021

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


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

School Profile



Kaybee Training School

School Information		Main School Contact	
Address	1 School Lane, London. SW1 A1Z 	Email address	hmiller@cogentcs.co.uk 
Areas of business	Secondary 	Name	Ms Helen Miller 
ICO registration number	Z5421333 	Phone	109623 
ICO renewal date		Company number	null 
School number	L968-4004		
School email domain			
Data Protection Lead/Officer		Head Teacher	
Email address		Email address	
Name		Name	Ms Helen M. Miller 
Phone		Phone	109623 



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

Contact the Customer Success Team

Office hours

Mon-Thurs: 09:00-17:00 GMT

Fri: 09:00-16:00 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: 0203 961 0110

Mail: support@gdpr.school