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# RM Integris News

An online newsletter for RM Integris Users

keeping you up-to-date with latest news and features

## A new GDPR Briefing session this half-term !
**GDPR Briefing - Thursday 23rd November 2017  @ Rufus Centre, Flitwick 9.30am - 1.00pm**

The **General Data Protection Regulations** will replace the current Data Protection Act from next May 2018. These new regulations will place greater responsibility on organisations (including schools) on the safety and security of data and much more. If you have not yet engaged with the GDPR, we strongly recommend that you do so well ahead of the compliance date!

*"The day was extremely beneficial; I don't believe anyone of us had actually taken on board the full implications of the changes."*
We hosted a well attended workshop delivered by Groupcall earlier this term to help schools prepare for compliance with these updated regulations. Feedback from schools was very positive but many felt they needed more targeted guidance for schools to assist with review and planning for ongoing compliance in our local context.

In response to this feedback, CBICT have decided to organise and deliver another GDPR Briefing session (morning only) which is more focused on aspects of the regulations more relevant to schools. This session will be equally suitable for new delegates to GDPR as well as those who may have attended the workshop earlier in the term.

Groupcall are not involved in this briefing session. This session will cover:

- Main changes to data protection under GDPR
- How these changes are applied to schools
- How to become compliant - specific steps for schools to action
- Remaining compliant and managing risks

Fee is £75 per school (max of 2 delegates per school).
**Book your place(s) by clicking** HERE

If you have any questions relating to the above, please email admin@cbict.org.uk

**Sending files securely to CBICT**

*As part of our helpdesk support service for schools, CBICT will be introducing a secure transfer system to enable schools to send files to CBICT securely . The new system provided by Avco is called SFX. Whenever a school needs to send a file containing identifiable information as part of a support issue, then the school needs to initially register on the SFX site and from that point onwards, will be able to exchange any files with CBICT in a secure way through SFX.*

*We are now in the process of setting this up and will alert schools when this is ready to use.*

**Have you visited our LiteBites recently?**

Our latest LiteBite 16 tells you how to add your school logo to RM so that it appears in all the reports and  lists you print from Integris

*Another* **REMINDER about a new free training event**

CBICT and RM are jointly hosting an **Insights Meetup** for Integris users in Bedfordshire on **Thursday 30th November** in the Grange Suite at The Forest Centre in Marston.

It starts at 8.30am with coffee on arrival and finishes at 12.30pm. This is a **free training** event.

Invest in some time away from school to focus on learning to use Integris to make your life easier, discover latest features, find out practical top tips and ask questions specific to your needs.

**Make your bookings** HERE

**Hope to see you there!**

## New feature focus - Address Matching

With the autumn half term upgrade, you will see the new **Address Matching** feature appear in Integris. What this means is that for **any** address, **enter a postcode** and by clicking **Find**, a list of possible addresses will be displayed. Simply select the correct address to make it matched to the **AddressBase Gazateer** from Ordnance Survey (produced in conjunction with local authorities and the Royal Mail). A *Matched* box is ticked next to the

RM have introduced the Address Matching service at this stage to allow schools to get used to using it and to allow time for schools to update addresses so that they are matched to the Gazateer Addressbase. Once matched, the Unique Property Reference Number (UPRN) will be automatically populated. Although not statutory at the moment, the DfE will be introducing UPRN as a requirement for census returns in the not too distant future so schools have time to match addresses against the Gazateer.

To update/match all your existing addresses to the Gazateer in bulk, a new facility can be found at **Modules > Administration > Utilities > Match Address Against Gazateer.** You can select addresses that are found within certain sections of Integris (*e.g. Medical Practice Addresses, School Addresses, Student addresses etc.*) so that you can control the matching process carefully.  When asked to match, Integris will only match addresses where the postcode and dwelling fields are the same as the Gazateer - these will be updated automatically so that all the address fields (incl the UPRN) match the entries within the Gazateer. A message will display the number matched and the number of addresses that remain unmatched from the area selected.

The next step is to deal with the unmatched addresses as a result of this exercise. Go to **Modules > Administration > Utilities > Unmatched Address Log** > select the same area as above and click OK . This produces a list of the 'unmatched' addresses from which you can then print and work from to check through.

**Finding 'unmatched addresses' for pupils in Student Find searches:**
In **General > Student Details >** click Find > click the Address tab > in the new *Unmatched Address* select Yes > click Find > you can print the list of pupils resulting from this search OR click Select and click Yes to the prompt so that these pupils become your Browse Set. You can then scroll through them to check/edit their addresses manually. (*This might require checking the postcode; deleting the existing address and inputting the correct postcode and then clicking Find to match against the Gazateer*).

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**RMIntelligence is Changing!**   *Coming soon......... a new look RMIntelligence. If you are a regular user of Intelligence, then you will really like the new features arriving soon. The new look and feel visual displays reflect 'live' data - i.e. by clicking a refresh button, all the latest info (incl attendance just taken) will be brought to the screen! New Persistent Absentee charts and registers will be available at your fingertips. More on this in our next newsletter.........*

## *A message from CBICT.........*

Dear colleagues,
We have had a busy and interesting first half-term to the new academic year. As we prepare for our own compliance with the GDPR, we note the growing interest from schools about this hot topic. If you haven't engaged with this yet, we hope to see you at our GDPR Briefing session on 24th November.
It has also been a busy time for administrators dealing with the pupil and staff census returns this term. Once these are completed, we hope you can find time to catchup with all the new features available in Integris. Your feedback on our newsletter has been really positive so we will keep producing them - hopefully there is something in each edition for everyone.
Regards
Cathy & Neil
CBICT Ltd

**Our mailing address is:**

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