Digital Reporting Tool

Frequently Asked Questions

Last updated: December 12, 2019
Is this just another sustainability questionnaire?

The Tool is a digital representation of the GRI Sustainability Reporting Standards (2016 and 2018 versions), the most widely used Standards for reporting worldwide. If you would like to report in accordance or with reference to the Standards, this tool will enable that in practice.

Any further development of the Digital Reporting Tool has been put on hold since the end of 2019, therefore the tool remains in its version 1.1 until further notice. This means any Standards launched or updated after 2019 will not be included in the tool. The situation will be reassessed towards the end of 2020.

How does this tool relate to other questionnaires and reporting frameworks?

Presently, the tool only contains disclosures found in the GRI Standards published in 2016 and 2018. There is an option to add other sustainability topics and disclosures to customize your template if you would like to add disclosures that are outside of the GRI Standards.

How does this tool relate to GRI’s Certified Software and Tools providers and other sustainability reporting software offers?

This Tool is complimentary to sustainability reporting software and tools. It is designed to be a publishing tool i.e. report preparers are only able to input the final information that they want to publish for their selected disclosures. The Tool is not a data management software and therefore all the processes that go along with reporting such as data gathering and compilation, stakeholder engagement, materiality analysis etc. are all the responsibility of the reporting organization.

My company uses our own in-house developed software to manage our reporting, can we still link to this database?

GRI has been working on developing a functionality (i.e., an API), for GRI’s Certified Software Tool providers, and other non-commercial tools, to allow their clients to push data to the GRI Sustainability Disclosure Database if desired. This project has been put on pause and will be reassessed in 2020.

Can I use this tool to comply with regulatory reporting requirements?

In general, the GRI Standards can be used to comply with regulatory reporting requirements depending on the specificities of the policy instrument. The Tool can be used to customize a report for compliance purposes, including selecting relevant GRI 2016 and 2018 disclosures or adding other topics or disclosures that are outside of the GRI Standards.
Can I add my own indicators in this tool to customize my report?

Yes, you can customize your reporting template to reflect your unique set of material topics whether these are drawn from the GRI Standards, or include additional topics and disclosures not contained in the GRI Standards that you would like to report against.

Does this tool utilize XBRL or other similar taxonomies?

The Tool does not presently utilize XBRL or other taxonomies. GRI is presently exploring its options for utilizing a taxonomy for the Standards.

Will my report be in accordance with the GRI Standards if I use this tool?

The Tool allows you to select whether you want to report in accordance with the GRI Standards using the Core or Comprehensive options. The Tool also facilitates GRI-referenced report. The report is only considered in accordance if all the criteria are actually met as per the GRI Standards and it is the responsibility of reporting organization to ensure that the criteria are met.

Is using this tool required to be in accordance with the GRI Standards?

No. Report preparers can decide in what format or medium they would like to report with.

Can I register my report via this tool?

Yes, this tool enables you to register your published report with GRI via the Standards Report Registration System, as per GRI Standards requirements.

Does this tool mean that hardcopy, PDF, or HTML reports are no longer necessary?

That decision is entirely up to the reporting organization. It is important that report preparers enable stakeholders to access the information in the format that is best suited to their needs.

Who has access to my reported data?

Your reported data cannot be accessed by anyone until you publish the data through the tool. Once published, the data can be accessible per reported disclosure through the GRI Sustainability Disclosure Database.
What level of security is in place on this tool?

At all times all data including Personal Data is stored at our servers hosted by Amazon Web Services at the locations in zone eu-west-1 and at the Interxion Science Park Data Center in Amsterdam. Please be referred to Amazon’s General Data Protection Regulation (GDPR) Center ([link]) on their GDPR compliance and security policy as well as the InterXion GDPR ([link]) and Privacy and Security area ([link]).

The Tool is accessible through the webportal. The connection of the webportal is secured via 'Transport Security Layer' TLS 1.2 and the data stored on the servers of the portal is encrypted on an application level. All passwords are hashed at all times (see below).

An overview of security measures includes:

**Authentication**
- Hashed passwords (no password ever saved anywhere)
- Communicating parties (users/systems) are authenticated using public-key cryptography

**Identity**
- Verification email delivery with outbound email security and spam control (ensures recipient does not view verify emails as spam)
- Access safeguards (only 2 Users from a Reporter can access DRT). Only 'Reporter 1' can assign 'Reporter2'.
- Recaptcha on User registration forces manual Recaptcha if the registration seems suspicious
- STS 'Security Token Service' includes server 'trust list' to ensure backend communication is secure between integrated platforms (the Tool, single-sign on, etc.)

**Data Security**
- TLS 'Transport Layer Security' provides latest cryptographic protocols for encrypted data transfer

**Infrastructure Security**
- User, disclosure and registration data is encrypted at rest

GRI can provide the Reporter with more information on our security policy on demand.
The data is backed up every 24 hours in an encrypted redundant system on the Amazon Servers.

What browsers is this tool optimized for?

The Tool is accessible using any Windows as well as Mac browser, however, it works best with Google Chrome Version 67.0.3396.99, and Microsoft Edge version 42.17134.1.0

What devices is this tool optimized for?

The tool can be accessed across different devices, however, to get the best user experience it is advisable to access the tool though a laptop or desktop. Although the tool can be viewed on a mobile device it would not be optimal due to the detailed nature of the information provided through the tool on the screens.
Is the tool offered for free?
The 1.1 Version of the tool is offered for free.

Is this tool available in other languages?
Currently the tool is only offered in English.

Are all functionalities of the tool working?
Yes, all the expected functionalities are available in the tool now. When the beta version 1.0 of the tool was launched, the registration and publishing functionalities were not available. With the launch of the Version 1.1 of the tool, all main functionalities are now available.

When is the next version of the tool expected?
The Version 1.1 of the tool was launched on November 1, 2018. No new updates are expected in 2020.

How can I give feedback about this tool to GRI?
You can provide feedback directly through the tool, using the ‘Feedback’ button included there. Alternatively, you can send your feedback to digital@globalreporting.org.

Who funded the development of this tool?
The beta version (Version 1.0) as well as the 1.1 Version of the tool were funded by Swedish International Development Cooperation Agency (SIDA) and inspired by the work done for the Digital Reporting Platform under the Competitive Business Program that is funded by Swiss State Secretariat for Economic Affairs (SECO).

How can I get involved in GRI’s digital programs?
You can get involved through the following:
- Use the Digital Reporting Tool and provide feedback to GRI about your experiences
- Contact us at digital@globalreporting.org to explore partnerships to meet your digital reporting needs
Contacts

Stay in touch

GRI
Barbara Strozzilaan 336
1083 HN Amsterdam
The Netherlands