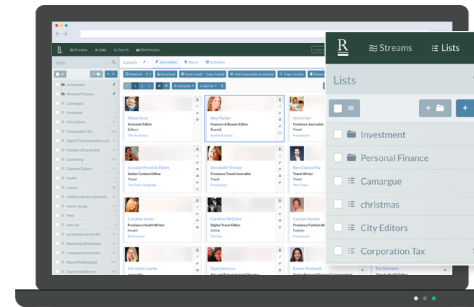



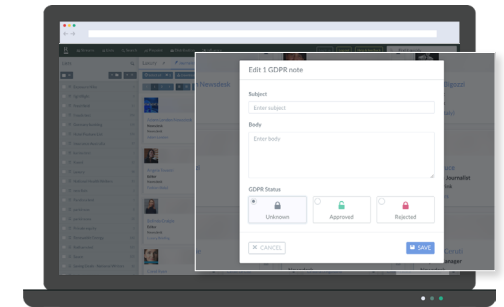
How to manage your contacts' GDPR status



The GDPR 'status' feature allows you to track the opt-in status of each journalist, enabling you to swiftly remove all opt-outs and stay GDPR compliant.

How to edit a journalist's GDPR status at list level






- Go to the **lists** tab  on the top left.
- Select your desired list from the menu.
- Select the name of the journalist you want to edit.



- Click the 'Edit GDPR note' button .
- Check the appropriate GDPR status option and add your comments.
- Select 'OK' .

GDPR Journalists Categories.

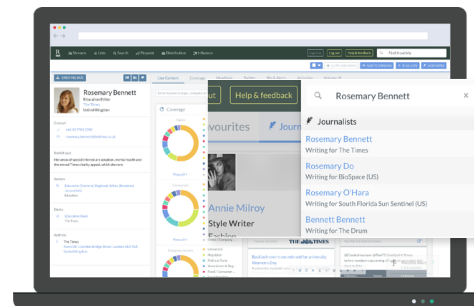
A Journalist's GDPR status can be placed into one of three categories:


-  = Unknown
-  = Approved
-  = Rejected

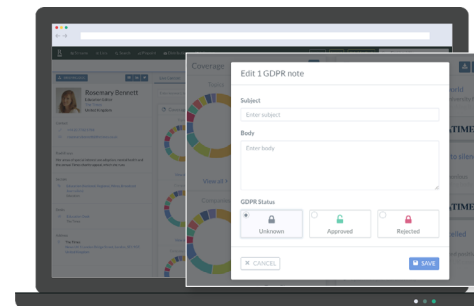
NOTE: The results can be filtered in accordance to their recorded GDPR status at the top right of the page.


Top Tips

How to edit a journalist's GDPR status at profile level



- To start, go to the 'Find it quickly' box located on the top right.
- Type in a journalist's name and select them under the **Journalists** section.
- You'll now see their **Biography** details in their full profile.
- Select the .



- Check the appropriate GDPR status option and add your comments.
- Select 'OK' .

GDPR Rejected Contacts Become Hidden.

Any GDPR status activity recorded at list level will **ONLY** apply to the selected list. The GDPR status on the journalist profile will remain unknown.

Rejected contacts will **NOT** appear in the lists from which they've been rejected. They will also not appear in downloaded spreadsheets.

NOTE: Editing the GDPR status of the journalist within their profile page makes their status unanimous throughout **ALL** your lists. A rejected status will cause that journalist to be hidden from you throughout the entire database.

Top Tips