

# GDPR v3.0.0

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July 5,  
2018

GDPR (General Data Protection Regulation) is the all latest EU (European Union) guidelines or regulations that provide control to customers over their personal information or data. GDPR acts a very crucial role in the e-commerce industry.

This extension allows the customers to send requests for update/delete their personal data. Admin can update the status of the customer's request as pending/processing/complete/ decline.

GDPR module consists of various tools and features that enable you to secure and protect your customers' private data.

## Features

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- Customers can request for data update or delete.
- On customer data request admin will receive mail too.
- Customers can access his data immediately in pdf or HTML.
- Customers can view all his data related to the account, order, address, and cart.
- The admin can enable or disable GDPR module on the frontend.
- Admin can enable customer data consent on customer registration and account edit page.
- The admin enables cookie notice on all the pages on the website.
- The admin can change the design of the cookie notice by simply creating a new static block and setting the identifier in the module config.
- Admin can see all the customer data update and delete requests in the grid.
- Admin can easily update the status of each request to pending, processing, complete or decline.
- On each status update customer will receive email.
- Admin can change the email templates too from the configuration.

## Admin Configuration

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After the installation of GDPR, you will find the configuration settings panel by navigating through **Stores->Configuration->Webkul>GDPR Settings** per the snapshot below.

Store View: Default Config ? Save Config

WEBKUL ^

GDPR Settings

GENERAL v

CATALOG v

SECURITY v

CUSTOMERS v

SALES v

ENGAGEMENT CLOUD v

SERVICES v

ADVANCED v

### General Settings ⌂

Enabled GDPR [store view] Yes v

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### Customer Agreement Settings ⌂

Enabled Customer Data Agreement [store view] Yes v

Agreement Checkbox Label [store view]  

I agree to the terms and conditions

Agreement Content [store view] Show / Hide Editor

Paragraph v B I U [bullets] [numbered] [link] [table] [omega] [image] [video] (x)

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## General Settings

Here admin can enable and disable GDPR module by choosing "Yes" or "No".

## Customer Agreement Settings

### Enabled Customer Data Agreement -

Admin can set "Yes" to display the Customer Data Agreement on customer registration page and edit account page.

### Agreement Checkbox Label -

Admin can set text which will be displayed below customer registration page as a link with the checkbox.

# Create New Customer Account

## Personal Information

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Name Prefix	First Name *	Middle Name/Initial	Last Name *	Name Suffix
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

Sign Up for Newsletter

Date of Birth



Tax/VAT number

Gender

## Sign-in Information

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Email \*

Password \*

Password Strength: No Password

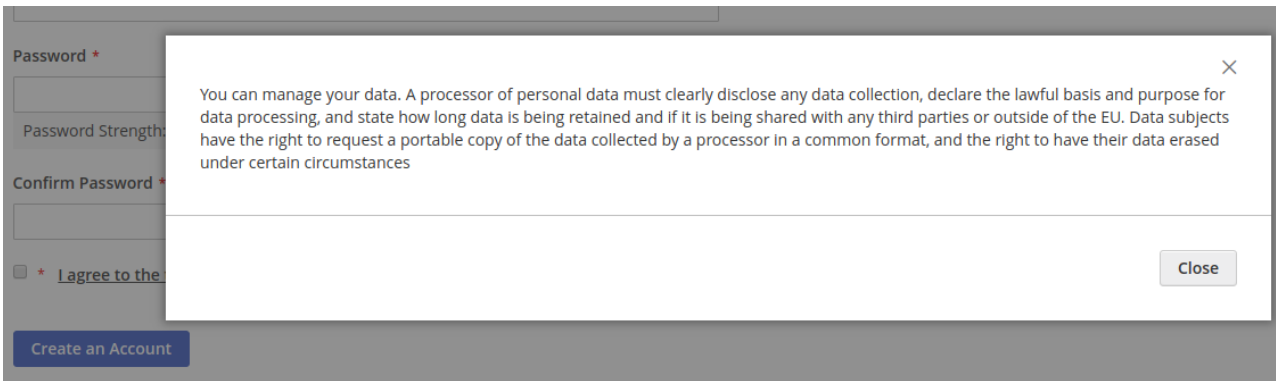
Confirm Password \*

\* [I agree to the terms and conditions](#)

Create an Account

Agreement Content -

Admin can set all customer data agreement content which will be displayed in popup page after clicking Agreement link in the above snapshot.



## Cookie Message Settings

### Cookie Message Settings

Enabled Cookie Notice [store view] Yes

Cookie Block Display Position [store view] Bottom Left

Cookie Static Block Identifier [store view] cookie-block ?

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### Email Templates Settings

Data Update Request Template [store view] Data Update Request (Default)

Data Delete Request Template [store view] Data Delete Request (Default)

Request Status Update Template [store view] Request Status Update (Default)

### Enabled Cookie Notice –

Here, Admin can set “Yes” to display **cookie static block** on the front end else “No”.

### Cookie Block Display Position –

Here, Admin can set the position of Cookie Block as **Bottom Left** or **Bottom Right**. When customers accept this cookie notice it will not display for one day.

# Create New Customer Account

## Personal Information

**Name**

Prefix First Name \* Middle Name/Initial Last Name \* Name Suffix

Sign Up for Newsletter

**Date of Birth**

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## Cookie Static Block Identifier –

Here, Admin has to enter Static block **Identifier code** to display that static block on the frontend.

When you install the module, automatically a **default static block** will be created. Admin can create other new Static Blocks or can edit in default static block.

For this, follow this path **Content> Block** then click on **the select** option in the **Action** column and you can edit or delete the Default Static block as below snapshot.

Here admin can also create a new static block by clicking on **Add New Block** button.

Blocks

Search by keyword

Active filters: Title: cookie

1 records found

Actions	ID	Title	Identifier	Store View	Status	Created	Modified	Action
<input type="checkbox"/>	22	Cookie Block	cookie-block	All Store Views	Enabled	Jun 29, 2018 9:51:09 AM	Jun 29, 2018 9:51:09 AM	Select Delete

If you want to edit Default static block. First, click on the **select** option in the **Action** column then click on edit option.

← Back
Delete Block
Save

Enable Block  Yes

Block Title \*


Identifier \*

Store View \* 

- All Store Views
- Main Website
- Main Website Store
- Test Store View
- Default Store View

Show / Hide Editor

Paragraph **B** *I* U [List Icons] [Link] [Table] [Omega] [Image] [Globe] (x)



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## Email Template Settings

Here, Admin can set email template for data update request , data delete request , and request status upadte.

To get the email from the customer for any customer request, the admin need to enter the **Sender Name** and **Sender Email** first while configuring the module.

For entering the email id and name the admin can follow this path **Store> Configuration> General> Store Email Address.**

Configuration Search, Notifications (4), User: admin

Store View: Default Config ? Save Config

WEBKUL ▼

GENERAL ▲

General

Web

Currency Setup

Store Email Addresses

Contacts

**General Contact** ⊞

Sender Name [store view]   Use system value

Sender Email [store view]   Use system value

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Sales Representative ⊞

Customer Support ⊞

Custom Email 1 ⊞

# Customer Management

## Customer Data Request

From the front-end, Customer can send the request for data Update and Data Delete. The customer can access his/ her data.

For this, customers have to click on **Data Request** option in the customer panel as per screenshot –

The screenshot displays the 'Customer Data Request' interface. On the left is a navigation menu with 'Data Request' highlighted. The main content area is titled 'Customer Data Request' and is divided into three sections: 'Request Data Access', 'Request Data Update', and 'Request Data Delete'. The 'Request Data Access' section has 'Get PDF' and 'Get HTML' buttons. The 'Request Data Update' section has a text input field for 'Update Description' and a 'Submit Request' button. The 'Request Data Delete' section has a text input field for 'Delete Reason' and a 'Submit Request' button. Below these is a 'Request List' table with columns for Id, Request Status, Request Type, Message, Created At, and Updated At. The table shows two items: one pending delete request and one completed update request. At the bottom, it indicates '2 Item(s)' and a 'Show 10 per page' option.

Id	Request Status	Request Type	Message	Created At	Updated At
	ALL	ALL		^ v	^ v
37	Pending	Delete	Delete My Mobile Number	09-27-19 14:06:49	09-27-19 14:06:49
36	Complete	Update	Please Update My Account Number-983546728903	09-27-19 14:01:32	09-27-19 14:01:32

### Request Data Access-

Here, the customer can access his/her data in pdf and HTML format as per below screenshots.

Here, the customer can access –

Account information – name, Email, Gender etc.

Address information – City, Region, Postcode etc.

Order information – Order Id, Price, Billing address, Shipping Address, Payment Details etc.

And additional information.

## Default Store View

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### Account Information

Email	roni_cost@example.com
Prifix	Mr
First Name	Veronica
Middle Name	jennie
Last Name	Costello
Suffix	doe
Date Of Birth	1973-12-15
Gender	1

### Request Data Update

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The customer can send the request to update the data. For this, the customer has to write the description which wants to update then submit the request.

### Request Data Delete

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Here, the Customer can send the request to delete the complete account. For this, the customer has to write the reason why you want to delete the account and then submit the request.

## Request List

Here, Customer able to see Request ID, Request Status, Request Type, Request Message, Created Date, and Updated date.

## GDPR Data Request

If Admin wants to see GDPR request details then follow this path **Customer>GDPR Data Requests**.

Web Site	Request Type	Request Status	Request Message	Updated At	Created At
Main Website	Update	Pending	Kindly update my number to (555) 229-3327	Oct 31, 2019 10:32:25 AM	Oct 31, 2019 10:32:25 AM
Main Website	Update	Complete	new change	Oct 21, 2019 7:07:51 AM	Oct 21, 2019 6:20:11 AM
Main Website	Update	Complete	change	Oct 21, 2019 6:19:54 AM	Oct 18, 2019 1:38:55 PM

Here, admin can see ID, Request Type, Request Status, Updated Date, Created Date, Request Message, Customer Email as per snapshot.

ID	Customer Email	Web Site	Request Type	Request Status	Request Message	Updated At	Created At
16	roni_cost@example.com	Main Website	Update	Pending	Kindly update my number to (555) 229-3327	Oct 31, 2019 10:32:25 AM	Oct 31, 2019 10:32:25 AM
13	john@wert.com	Main Website	Update	Complete	new change	Oct 21, 2019 7:07:51 AM	Oct 21, 2019 6:20:11 AM
12	james@wqe.com	Main Website	Update	Complete	change	Oct 21, 2019 6:19:54 AM	Oct 18, 2019 1:38:55 PM

**Request Type** – Customer can request for data update and data delete.

**Request Status** – Admin can change the status of the request. First, mark the checkbox of the request then click on **Action**, you will get four type statuses –

**Pending** -Customer sends a request the status will be pending.

**Processing** – This state is to notify the customer that your request is received and we are working on that.

**Complete** – Complete means customer’s request is done as per customer requirement.

**Decline** – decline means admin can simply reject the request.

## GDPR Data Requests

6 records found (1 selected)

Customer Email	Web Site	Request Type	Request Status	Request Message	Updated At	Created At
example.com	Main Website	Delete	Declined	delete my mobile number	Sep 27, 2019 3:36:18 PM	Sep 27, 2019 2:06:49 PM
jane@example.com	Main Website	Update	Complete	Please update my account number- 983546728903	Sep 27, 2019 3:44:16 PM	Sep 27, 2019 2:01:32 PM
roni_cost@example.com	Main Website	Delete	Pending	Please delete my account information, as I am not using this account anymore.	Sep 27, 2019 1:56:48 PM	Sep 27, 2019 1:56:48 PM
roni_cost@example.com	Main Website	Update	Processing	Please update my mobile no. 818-749-8271	Sep 27, 2019 3:44:03 PM	Sep 27, 2019 1:55:09 PM

## Implementing Request

As customer requested any changes to be made in the existing data, the admin needs to navigate to the **Customers >> All Customers** then selects the customer whose data needs to be updated.

Customers

Add New Customer

Search by keyword

2 records found (1 selected)

ID	Name	Email	Group	Phone	ZIP	Country	State/Province	Customer Since	Web Site	Confirmed email	Account Created in	Date of Birth
7	Veronica Costello	roni_cost@example.com	General	(555) 229-3326	49628-7978	United States	Michigan	Oct 21, 2019 5:51:27 AM	Main Website	Confirmation Not Required	Default Store View	Dec 15, 1973
6	Test Tester	john@wert.com	General	147852369	145465	Germany	Bayern	Oct 18, 2019 1:28:15 PM	Main Website	Confirmation Not Required	Default Store View	

The admin will select the respective customer & then navigate to the addresses option to update the requested mobile number of the customer by clicking on **“Edit”** button.

Veronica Costello

← Back Delete Customer Reset Create Order Reset Password Force Sign-In Save and Continue Edit **Save Customer**

Customer View  
Account Information  
**Addresses**  
Orders  
Newsletter  
Billing Agreements  
Product Reviews  
Wish List

**Default Billing Address** [Edit](#)

Veronica Costello  
6146 Honey Bluff Parkway Calder, Michigan, 49628-7978  
United States  
T: (555) 229-3326

**Default Shipping Address** [Edit](#)

Veronica Costello  
6146 Honey Bluff Parkway Calder, Michigan, 49628-7978  
United States  
T: (555) 229-3326

**Add New Address**

Search by keyword

Filters  Default View  Columns

Actions  1 records found (1 selected) 20 per page 1 of 1

<input checked="" type="checkbox"/>	First Name	Last Name	Street Address	City	Country	State	Zip/Postal Code	Phone	Action
<input checked="" type="checkbox"/>	Veronica	Costello	6146 Honey Bluff Parkway	Calder	United States	Michigan	49628-7978	(555) 229-3326	Select <input type="text"/>

Edit  
Set as default billing  
Set as default shipping  
Delete

On next page the admin will by scrowlling down the fields will select the phone number field & will update it with the requested changes by the customer & save it.

Middle Name/Initial

Company

Street Address \*

City \*

Country \*

State/Province \*

Zip/Postal Code \*

Fax

Phone Number \*

VAT Number

After updating the customer information, the admin will save the customer & will navigate to the **Customers >> GDPR Data Request listing** , & will select the customer whose details are updated & then will change the status of the request by clicking on "Action" then to **complete**.

GDPR Data Requests

3 records found (1 selected)

20 per page 1 of 1

Actions	mail	Web Site	Request Type	Request Status	Request Message	Updated At	Created At
Pending	example.com	Main Website	Update	Pending	Kindly update my number to (555) 229-3327	Oct 31, 2019 10:32:25 AM	Oct 31, 2019 10:32:25 AM
Processing	com	Main Website	Update	Complete	new change	Oct 21, 2019 7:07:51 AM	Oct 21, 2019 6:20:11 AM
Complete	John@wert.com	Main Website	Update	Complete	change	Oct 21, 2019 6:19:54 AM	Oct 18, 2019 1:38:55 PM
Decline							

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The customer can also get the email notification regarding the updates & also can see from the request updates under the My Accounts >> Data Request >> Request List as shown in below snap.

#### Request List

Id	Request Status	Request Type	Message	Created At	Updated At
	ALL	ALL		^ v	^ v
16	Complete	Update	Kindly Update My Number To (555) 229-3327	10-31-19 10:32:25	10-31-19 11:02:40

1 Item

Show 10 per page

That's all for the **GDPR** module. Still have any issue feel free to add a ticket and let us know your views to make the module better at [HelpDesk System](#).