

# GDPR for Magento

## User Guide



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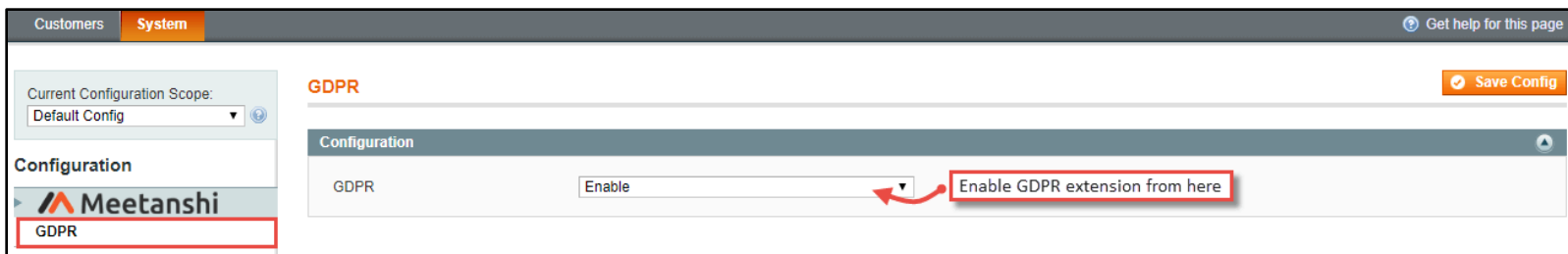
### 1. Extension Installation

- Upload or copy all folders in the zip package to your Magento root folder. It doesn't overwrite any existing files but just adds new files to the folder structure.
- Once done, log in your Magento admin panel, go to **System → Cache Management**, select all caches and refresh.
- Navigate to **System → Configuration**, if you can see the extension tab, it is installed properly.
- If you get Access denied error, you need to log out admin panel and log in again.

### 2. Configuration

To configure the extension, login to Magento backend, move to **System → Configuration → GDPR** where you can find various settings to configure the extension.

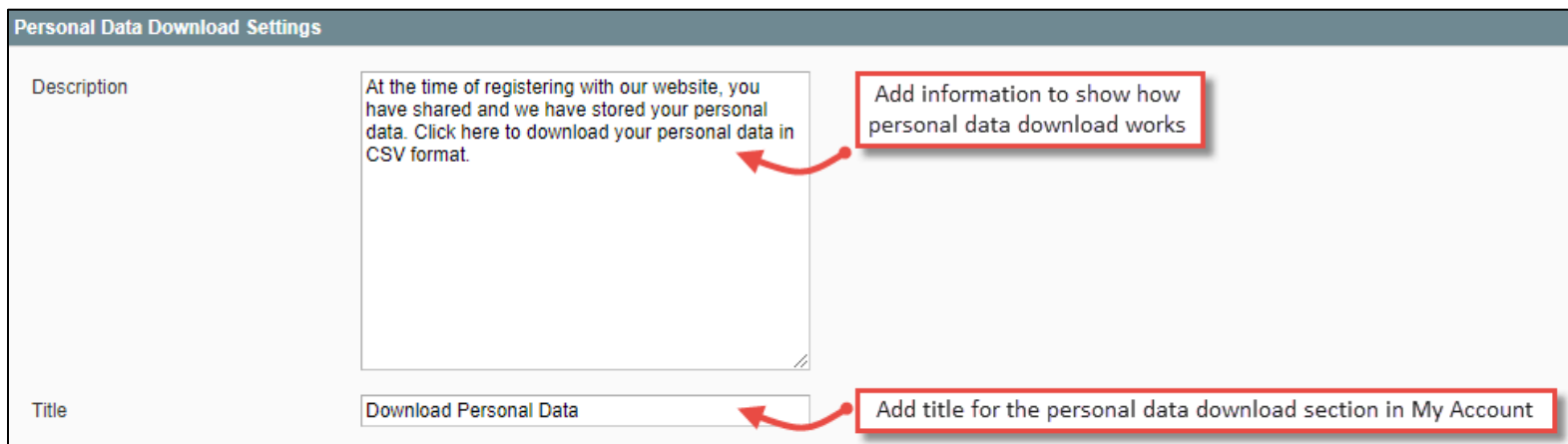
- **GDPR:** Enable or disable the GDPR extension from here.



### 3. Personal Data Download Settings

To configure the settings for personal data download section, follow these settings as shown in the figure.

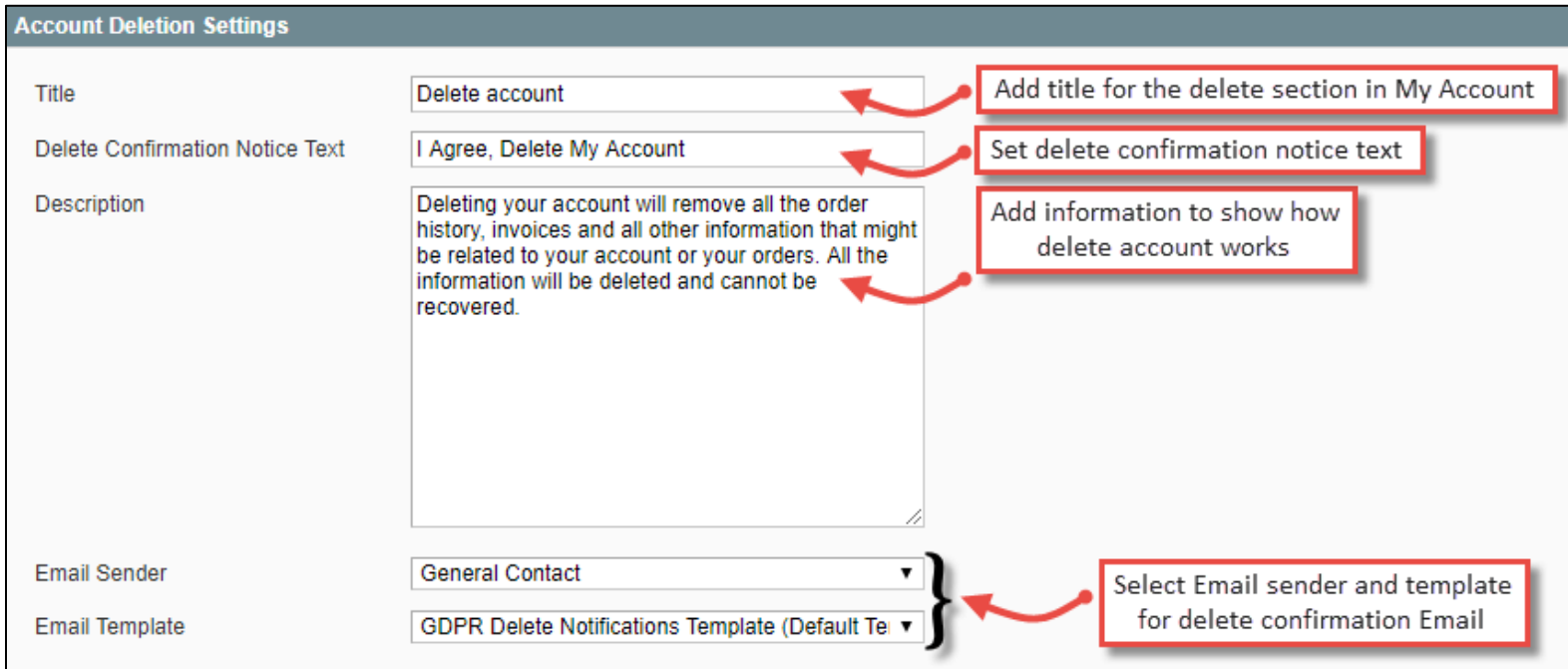
- **Description:** Add information to show how personal data download works.
- **Title:** Add title for the personal data download section in My Account.



#### 4. Account Deletion Settings

Configure the following settings for adding the account deletion section:

- **Title:** Add title for the delete section in My Account.
- **Delete Confirmation Notice Text:** Set delete confirmation notice text.
- **Description:** Add information to show how delete account works.
- **Email Sender:** Select the Email Sender from the drop-down list.
- **Email Template:** Select Email template for delete confirmation Email from the drop-down.



The screenshot shows the 'Account Deletion Settings' form with the following fields and callouts:

- Title:** Text input field containing 'Delete account'. Callout: 'Add title for the delete section in My Account'.
- Delete Confirmation Notice Text:** Text input field containing 'I Agree, Delete My Account'. Callout: 'Set delete confirmation notice text'.
- Description:** Text area containing 'Deleting your account will remove all the order history, invoices and all other information that might be related to your account or your orders. All the information will be deleted and cannot be recovered.' Callout: 'Add information to show how delete account works'.
- Email Sender:** Dropdown menu with 'General Contact' selected. Callout: 'Select Email sender and template for delete confirmation Email'.
- Email Template:** Dropdown menu with 'GDPR Delete Notifications Template (Default Te' selected. Callout: 'Select Email sender and template for delete confirmation Email'.

#### 5. Account Anonymization Settings

To configure the account anonymization section, follow the below steps:

- **Title:** Add title for the anonymization section in My Account.
- **Anonymization Confirmation Notice Text:** Set anonymization confirmation notice text.
- **Description:** Add information to show how the anonymization actually works.
- **Email Sender:** Select Email sender for anonymization confirmation mail.
- **Email Template:** Select Email template for anonymization confirmation mail.

**Account Anonymization Settings**

Title	<input type="text" value="Anonymize Account Information"/>	<b>Add title for the anonymization section in My Account</b>
Anonymization Confirmation Notice Text	<input type="text" value="I Agree, Anonymize My Account"/>	<b>Set anonymization confirmation notice text</b>
Description	<input type="text" value="Anonymizing your account will replace your personal data with non-personal anonymous information. You will get new login and password to your Email address before anonymization. After anonymizaion, your Email address and all other personal data will be removed from the website."/>	<b>Add information to show how anonymization works</b>
Email Sender	<input type="text" value="General Contact"/>	<b>Select Email sender and template for anonymization confirmation Email</b>
Email Template	<input type="text" value="GDPR Anonymisation Notifications Template (D"/>	

## 6. Consent Request Mail Settings

For requesting the customers to grant the consent to access personal data, an Email for the same.

- **Email Sender:** Select Email sender for consent request Email.
- **Email Template:** Select Email template for consent request Email.

**Consent Request Mail Settings**

Email Sender	<input type="text" value="General Contact"/>	<b>Select Email sender and template for consent request Email</b>
Email Template	<input type="text" value="Consent Request Email Template (Default Temp"/>	

## 7. Privacy Checkbox Settings

Configure the following settings to display the privacy settings checkbox in frontend.

- **Display At Checkout:** Set YES to show privacy checkbox at checkout.
- **Display At Registration:** Set YES to show privacy checkbox at registration.
- **Privacy Notice Text:** Set the privacy notice text in the text box.
- **Show Privacy Policy:** Set option from the drop-down, where you want to show privacy policy.
- **Privacy Policy Content Page:** Select page from the drop-down list, to show privacy policy content.

**Privacy Checkbox Settings**

Display At Checkout	Yes	} Set YES to show privacy checkbox at checkout and registration
Display At Registration	Yes	
Privacy Notice Text	I Agree to Terms And Conditions Set privacy notice text	
Show Privacy Policy	in Popup	Set option where you want to show privacy policy
Privacy Policy Content Page	Privacy Policy	Select page to show privacy policy content

## 8. Cookie Notice Settings

GDPR demands cookie consent and thus it is must to configure the following settings:

- **Notice Display Type:** Select Notice Display Type from the drop-down.
- **Bar Position:** Select bar or popup position.
- **When User Closes the Notice:** Select the event from drop-down to perform when user closes the notice.
- **Auto Hide Cookie Notice After (In Seconds):** Enter the number of seconds after which the cookie notice will hide.
- **Accept Cookies Automatically After X Seconds:** Enter the number of seconds after which the cookies will be auto accepted.
- **Expire Cookie Agreement After (Days):** Enter the number of days after which the cookie agreement will expire.
- **Accept Cookie On Scroll:** Set YES to accept cookie on page scroll.
- **Content settings:**
  - **Notice Type:** Select notice type either from default or custom.
  - **Privacy Policy Redirect Information Page:** Select page to redirect users to read privacy policy.
- **Container Display Settings:**  
 Here you can setup all the options to make your cookie notice container look well. The settings here contain font type, text align, size and color of the container background, font and buttons etc.

## Cookie Notice Settings

### Cookie Notice Settings

Notice Display Type	<input type="text" value="Bar"/>	Select notice display type
Bar position	<input type="text" value="Top"/> <small>▲ [Top] does not cover the content, [Bottom] is fixed.</small>	Set bar or popup position
When User closes The Notice	<input type="text" value="Hide for the rest of the session"/>	Select the event to perform when user closes the notice
Autohide Cookie Notice After (in seconds)	<input type="text" value="0"/> <small>▲ If [0] then the notice won't close automatically.</small>	Enter seconds to auto hide cookie notice
Accept cookies automatically after X seconds	<input type="text" value="0"/>	Enter seconds to auto accept cookies
expire Cookie Agreement After (Days) *	<input type="text" value="0"/> <small>▲ Days</small>	Enter days to expire cookie agreement
Accept Cookie OnScroll	<input type="text" value="No"/>	Set YES to auto accept cookie on page scroll

### Content Settings

Notice Type	<input type="text" value="Default message"/>	} Select notice type and redirection page for privacy policy information
Privacy Policy Redirect Information Page	<input type="text" value="Privacy Policy"/> <small>▲ CMS page with information about cookies and how to manage them.</small>	

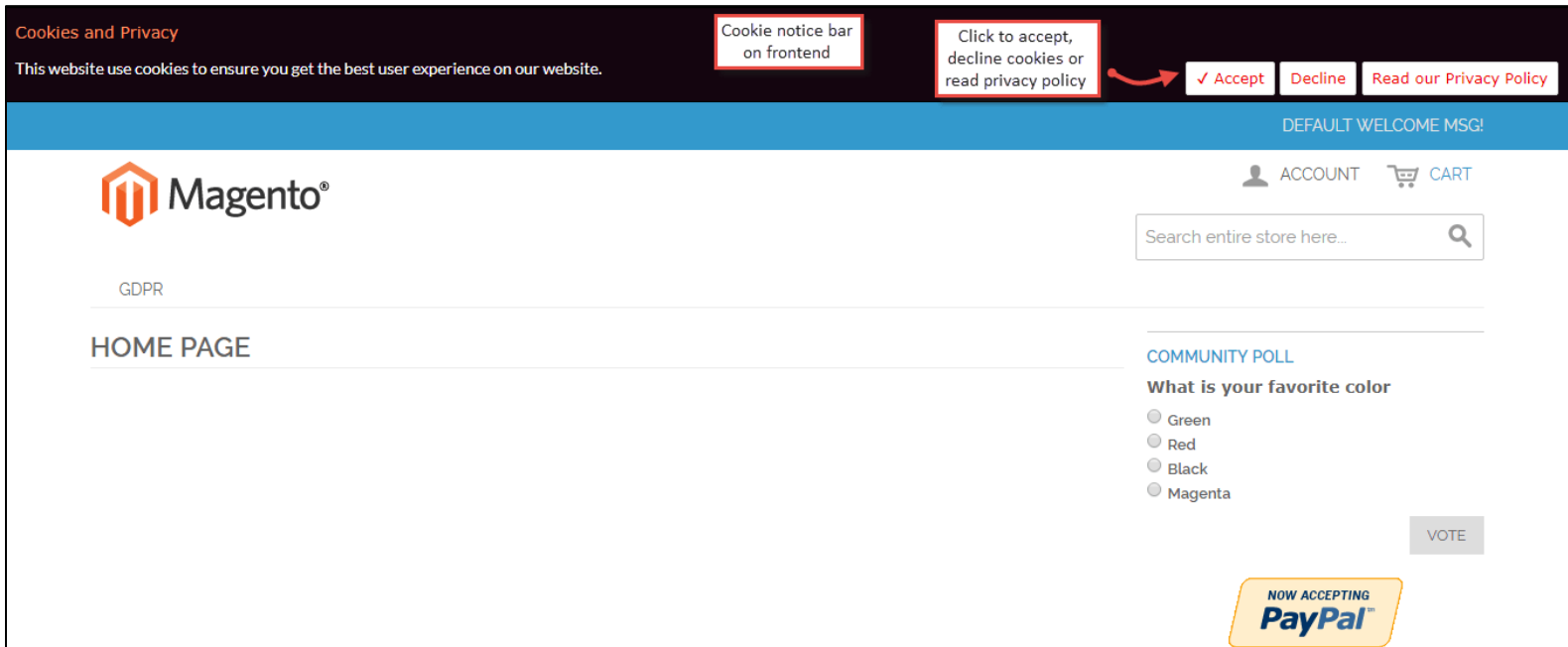
### Container Display Setting

Font Family	<input type="text" value="Lato"/>	} Set container display settings such as font family, text alignment, size and other settings
Container Text Align	<input type="text" value="Left"/>	
Container Title Text Size	<input type="text" value="Small"/>	
Container Message Text Size	<input type="text" value="Small"/>	
Container Border	<input type="text" value="Small"/>	
Container Background Color	<input type="text" value="14050F"/>	
Container Message Font Color	<input type="text" value="FFFFFF"/>	
Accept Button Background Color	<input type="text" value="FFFFFF"/>	
Close Button Background Color	<input type="text" value="FFFFFF"/>	
Privacy Policy Background Color	<input type="text" value="FFFFFF"/>	
Close Button Text Color	<input type="text" value="F00000"/>	
Accept Button Text Color	<input type="text" value="F00000"/>	
Privacy Policy Text Color	<input type="text" value="F00000"/>	
Container Title Color	<input type="text" value="FF9061"/>	

## 9. GDPR In Frontend

- **Cookie Notice in Frontend**

The cookie notice bar is displayed in frontend with **Accept**, **Decline** and **Read our Privacy Policy** button. Users when visit your site have to provide consent regarding cookie use and they can read privacy policy to know more about cookie use.



Cookies and Privacy

This website use cookies to ensure you get the best user experience on our website.

Cookie notice bar on frontend

Click to accept, decline cookies or read privacy policy

✓ Accept Decline Read our Privacy Policy

DEFAULT WELCOME MSG!

ACCOUNT CART

Search entire store here...

GDPR

HOME PAGE

COMMUNITY POLL

What is your favorite color

- Green
- Red
- Black
- Magenta

VOTE

NOW ACCEPTING PayPal

- **Privacy Policy checkbox on registration page**  
A checkbox for users to agree with the privacy policy is displayed on the registration page as shown in the figure below. They cannot register without accepting the privacy policy.

## CREATE AN ACCOUNT

Please enter the following information to create an account.

**Privacy policy check box on registration page**

First Name \*  
Jimmy

Middle Name/Initial

Last Name \*  
Doe

Email Address \*  
jimmydoe.meetanshi@gmail.com

Password \*  
●●●●●●●●

Confirm Password \*  
●●●●●●●●

I Agree to Terms And Conditions [Privacy Policy](#)

Sign Up for Newsletter

[« Back](#) [REGISTER](#)



- **Privacy Policy checkbox on checkout page**

The checkbox for users to agree with privacy policy is displayed on frontend of the checkout page. Without accepting the privacy policy, users cannot place order.

## CHECKOUT

Privacy policy notice check box on checkout page

1	BILLING INFORMATION	Edit
2	SHIPPING INFORMATION	Edit
3	SHIPPING METHOD	Edit
4	PAYMENT INFORMATION	Edit
5	ORDER REVIEW	

PRODUCT	PRICE	QTY	SUBTOTAL
SUN GLASSES	\$25.00	1	\$25.00
		Subtotal	\$25.00
		Shipping & Handling (Flat Rate - Fixed)	\$5.00
		<b>Grand Total</b>	<b>\$30.00</b>

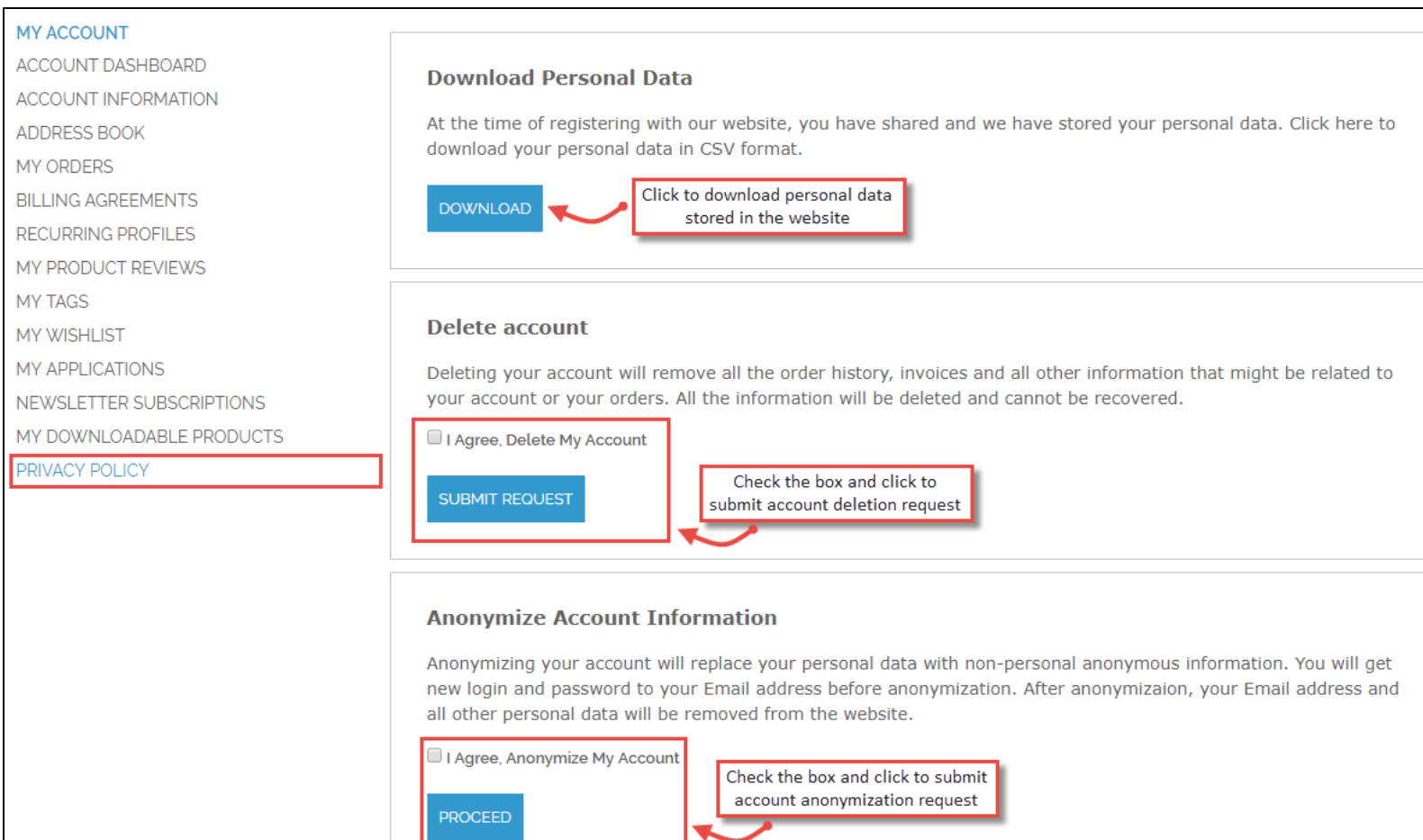
I Agree to Terms And Conditions [Privacy Policy](#)

[PLACE ORDER](#)

[Forgot an Item? Edit Your Cart](#)

- **Privacy Policy in My Account**

The tab “Privacy Policy” in My Account section shows three buttons namely **Download** to download the personal data in CSV file format stored in the website, **Submit Request** to request for account deletion along with all the order and personal data and **Proceed** to submit account anonymization request to anonymize the personal data stored in the website.



**MY ACCOUNT**

- ACCOUNT DASHBOARD
- ACCOUNT INFORMATION
- ADDRESS BOOK
- MY ORDERS
- BILLING AGREEMENTS
- RECURRING PROFILES
- MY PRODUCT REVIEWS
- MY TAGS
- MY WISHLIST
- MY APPLICATIONS
- NEWSLETTER SUBSCRIPTIONS
- MY DOWNLOADABLE PRODUCTS
- PRIVACY POLICY**

**Download Personal Data**

At the time of registering with our website, you have shared and we have stored your personal data. Click here to download your personal data in CSV format.

**DOWNLOAD** Click to download personal data stored in the website

**Delete account**

Deleting your account will remove all the order history, invoices and all other information that might be related to your account or your orders. All the information will be deleted and cannot be recovered.

I Agree, Delete My Account

**SUBMIT REQUEST** Check the box and click to submit account deletion request

**Anonymize Account Information**

Anonymizing your account will replace your personal data with non-personal anonymous information. You will get new login and password to your Email address before anonymization. After anonymization, your Email address and all other personal data will be removed from the website.

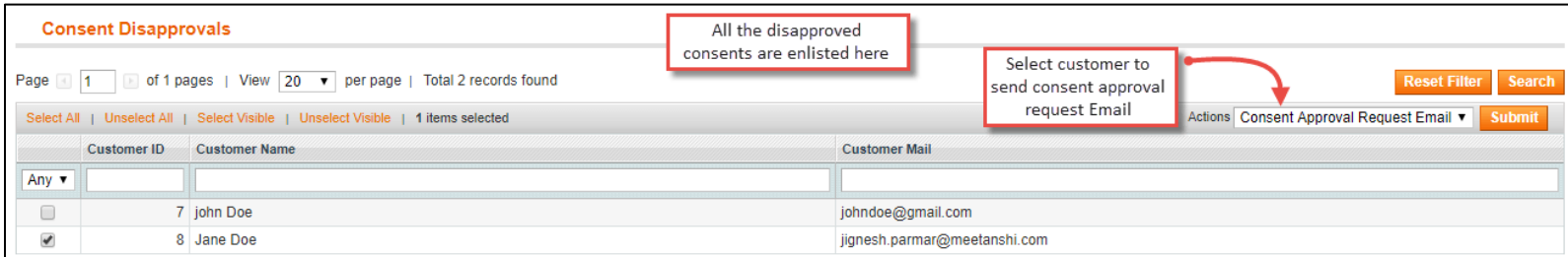
I Agree, Anonymize My Account

**PROCEED** Check the box and click to submit account anonymization request

## 10. GDPR Grids in backend and Emails

- **Consent Disapprovals**

The list of disapproved consent from users is listed under **Customers** → **GDPR** → **Consent Disapprovals**. As shown in the figure, admin can send consent approval request Email to the customers.



**Consent Disapprovals**

Page 1 of 1 pages | View 20 per page | Total 2 records found

Select All | Unselect All | Select Visible | Unselect Visible | 1 items selected

All the disapproved consents are enlisted here

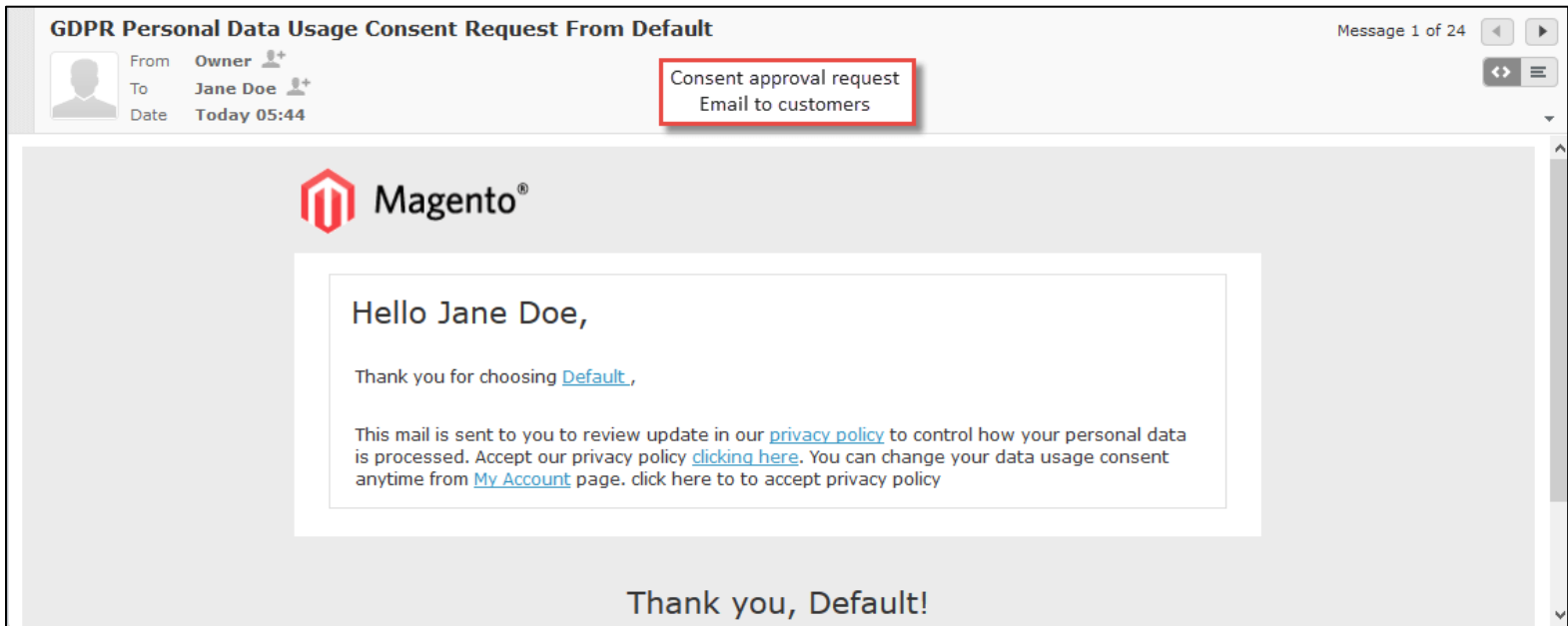
Select customer to send consent approval request Email

Actions: Consent Approval Request Email | Submit

Customer ID	Customer Name	Customer Mail
7	John Doe	john.doe@gmail.com
8	Jane Doe	jignesh.parmar@meetanshi.com

- **Consent Request Email**

Once admin sends consent approval request Email to users, they get a link to accept privacy policy by clicking it.



**GDPR Personal Data Usage Consent Request From Default**


Message 1 of 24

From: Owner

To: Jane Doe

Date: Today 05:44

Consent approval request Email to customers

 **Magento**

Hello Jane Doe,

Thank you for choosing [Default](#),

This mail is sent to you to review update in our [privacy policy](#) to control how your personal data is processed. Accept our privacy policy [clicking here](#). You can change your data usage consent anytime from [My Account](#) page. click here to to accept privacy policy

Thank you, Default!

- **Consent Approvals**

The list of users who have granted their consent to privacy policy are listed under **Customers → GDPR → Consent Approvals**.

Consent Approvals		
Page 1 of 1 pages   View 20 per page   Total 8 records found		All the customers having consent approved enlisted here
<a href="#">Reset Filter</a> <a href="#">Search</a>		
Customer ID	Customer Name	Customer Mail
1	jignesh parmar	[Redacted]
2	John Doe	[Redacted]
3	Jane Doe	[Redacted]
4	Jimmy Doe	[Redacted]

- **Consent Activity Log**

The list of all consent related activities of users saved under **Customers → GDPR → Consent Activity Log**.

Consent Activity Log			
Page 1 of 1 pages   View 20 per page   Total 9 records found			Consent activity log of all the web users
<a href="#">Reset Filter</a> <a href="#">Search</a>			
Customer ID	Customer Name	Customer Email	Policy Action
1	jignesh parmar	[Redacted]	Consent Approvals
2	John Doe	[Redacted]	Consent Approvals
3	Jane Doe	[Redacted]	Consent Approvals
4	Jimmy Doe	[Redacted]	Consent Approvals

- **Account Authorization Confirmation Email**

Once users request to anonymize their personal data, they get an Email on registered ID prior to anonymization having Email ID and password to login even after the data is anonymized.



Account anonymization  
confirmation Email to customers

Hello Jane Doe,

We have processed your request to anonymize your personal data. Use below credentials from now on wards for login:

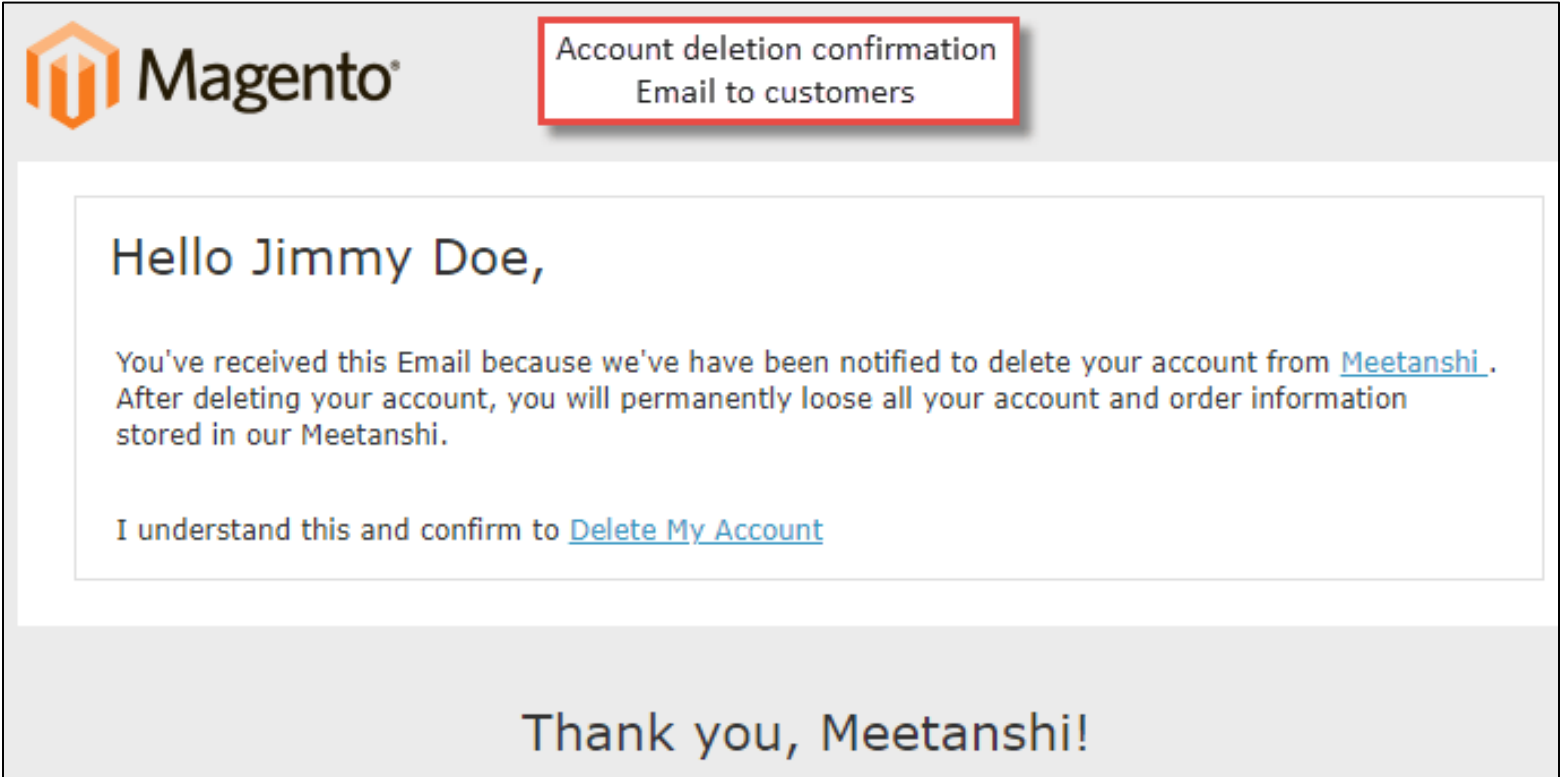
Email ID: [10849encrypt@gmail.com](mailto:10849encrypt@gmail.com)

Password: 87encrypt@10

Thank you, Meetanshi!

- **Account Deletion Confirmation Email**

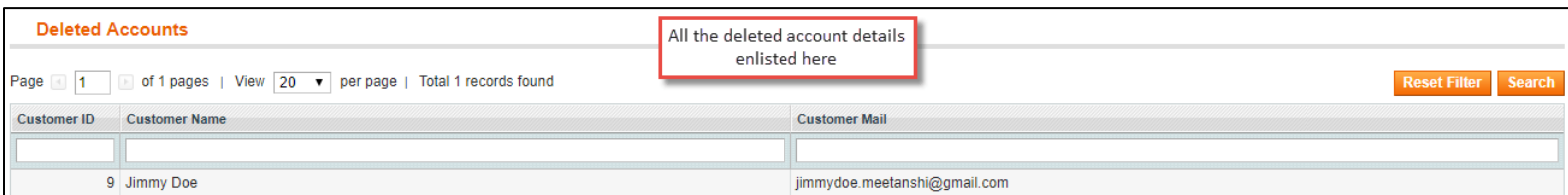
Once users request to delete their customer account, they get a confirmation Email on their registered ID to confirm and agree deletion. Once they click to delete and agree, the account data cannot be recovered.



The screenshot shows a Magento email interface. At the top left is the Magento logo. At the top right, a red-bordered box contains the text "Account deletion confirmation Email to customers". The main body of the email is enclosed in a white box with a light gray border. It starts with "Hello Jimmy Doe," followed by a paragraph: "You've received this Email because we've have been notified to delete your account from [Meetanshi](#) . After deleting your account, you will permanently loose all your account and order information stored in our Meetanshi." Below this is a line: "I understand this and confirm to [Delete My Account](#)". At the bottom of the email, it says "Thank you, Meetanshi!"

- **Deleted Accounts in Backend**

All the customers who have deleted their account are listed in backend under **Customers → GDPR → Deleted Accounts**.



The screenshot shows the Magento backend interface for "Deleted Accounts". At the top left, it says "Deleted Accounts". At the top right, a red-bordered box contains the text "All the deleted account details enlisted here". Below this is a navigation bar with "Page 1 of 1 pages | View 20 per page | Total 1 records found" and "Reset Filter" and "Search" buttons. Below the navigation bar is a table with three columns: "Customer ID", "Customer Name", and "Customer Mail". The table contains one row with the following data: Customer ID: 9, Customer Name: Jimmy Doe, Customer Mail: jimmydoe.meetanshi@gmail.com.

Customer ID	Customer Name	Customer Mail
9	Jimmy Doe	jimmydoe.meetanshi@gmail.com

If you have any question or need support, Contact us at <https://meetanshi.com/contacts/>