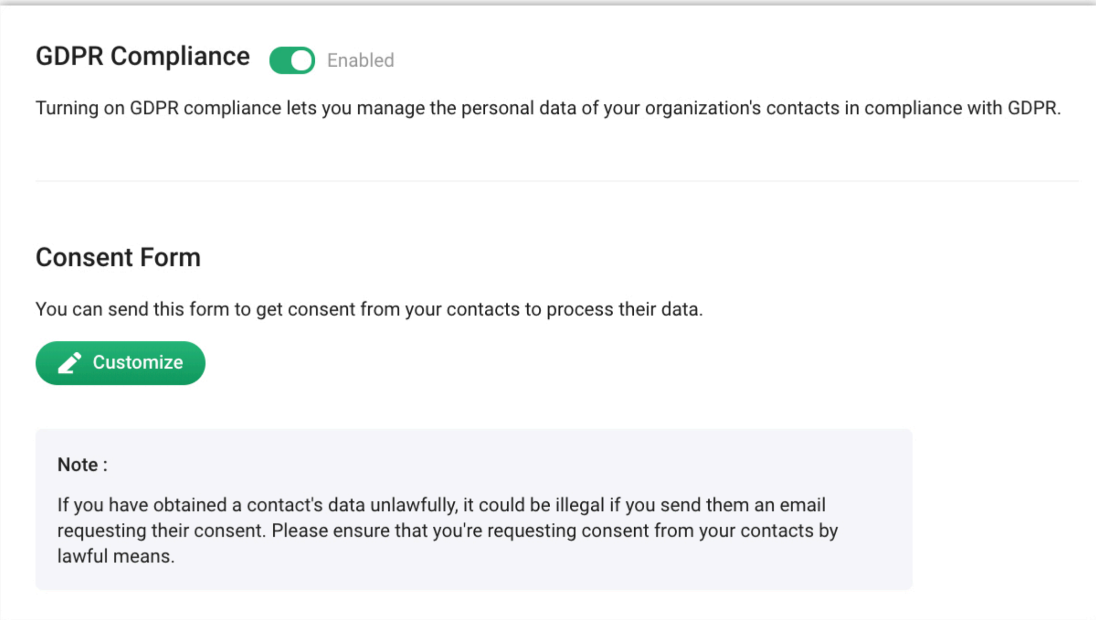
Manage Compliance

Under compliance settings, you need to first switch on GDPR compliance settings if it applies to your business.

Enable GDPR Compliance

To enable GDPR compliance

1. Click **Setup** > **Users and Control** > **Compliance**.
2. In the *Compliance* page, toggle the button **ON** for GDPR compliance.



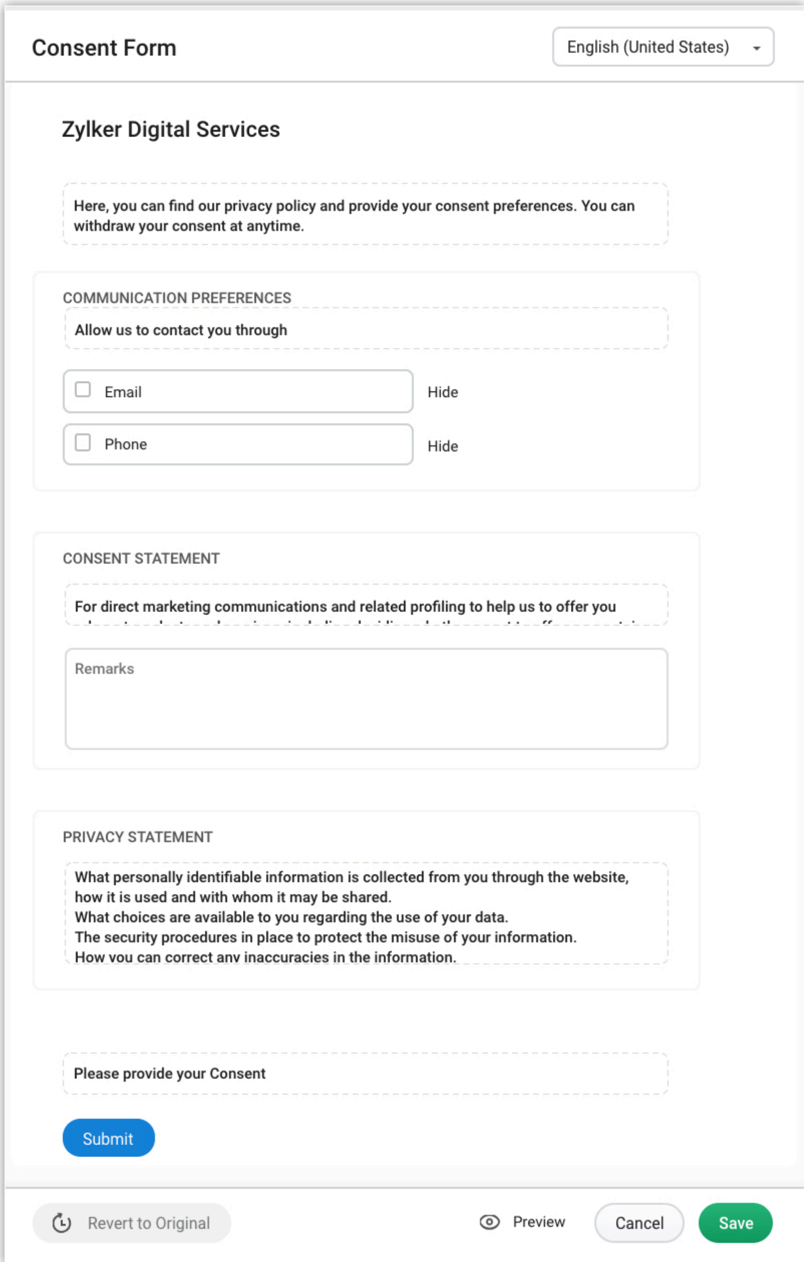
Customize consent form

To customise consent form

1. Click **Setup** > **Users and Control** > **Compliance**.
2. In the *Compliance* page, click **Customise** in the **Consent Form** section.
3. Select the **Language** that you want your data subjects to view the form in.
4. Do the following to customize the form:
    - Add relevant text to state the purpose of using their personal data and why you are getting consent.
    - For the **Communication Preferences**, specify a short description. For example: Allow us to contact you through:
    - Click the **Show/Hide** links for the corresponding options (Email, Phone) to make them visible/hidden in the form.

Based on the selection, the option to send emails, make calls or send surveys will be disabled for the corresponding records.

- For **Consent Statement**, add a message that asks the data subjects to provide remarks, if any.
- Add your **Privacy Statement** in the text box.
- Specify any additional text before the **Submit** button in the form.
- Click **Preview** to check the form, then click **Save**.
  You can also **revert to original** if necessary.

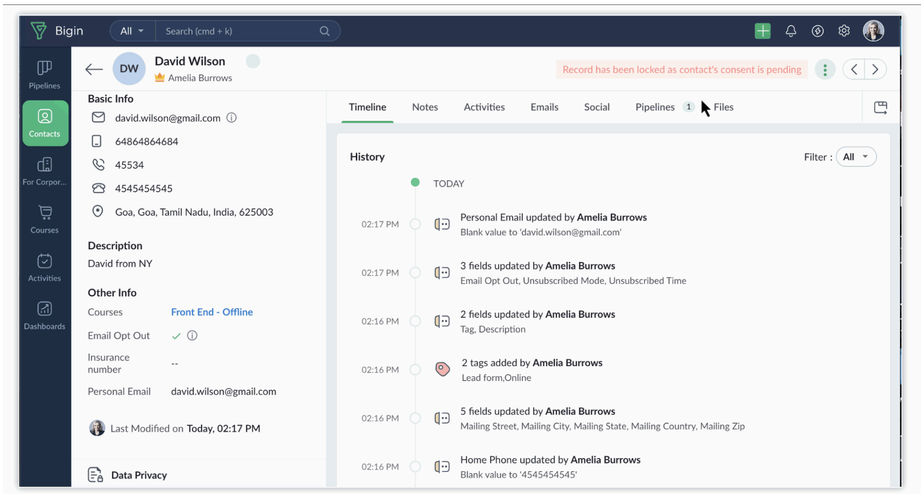


Update consent details manually

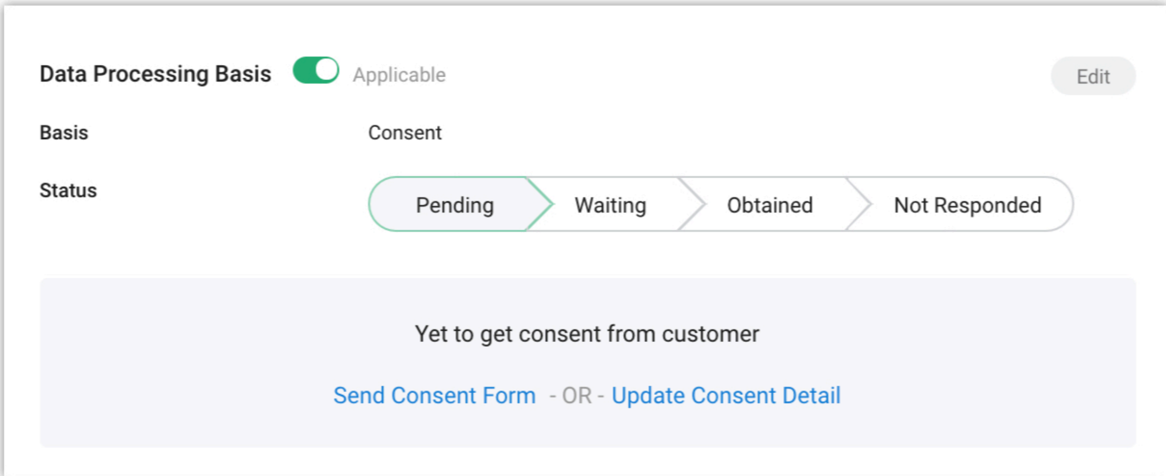
To update the consent details manually

1. Click open the data subjects record in your Bigin account.

2. Click **Data Privacy**.

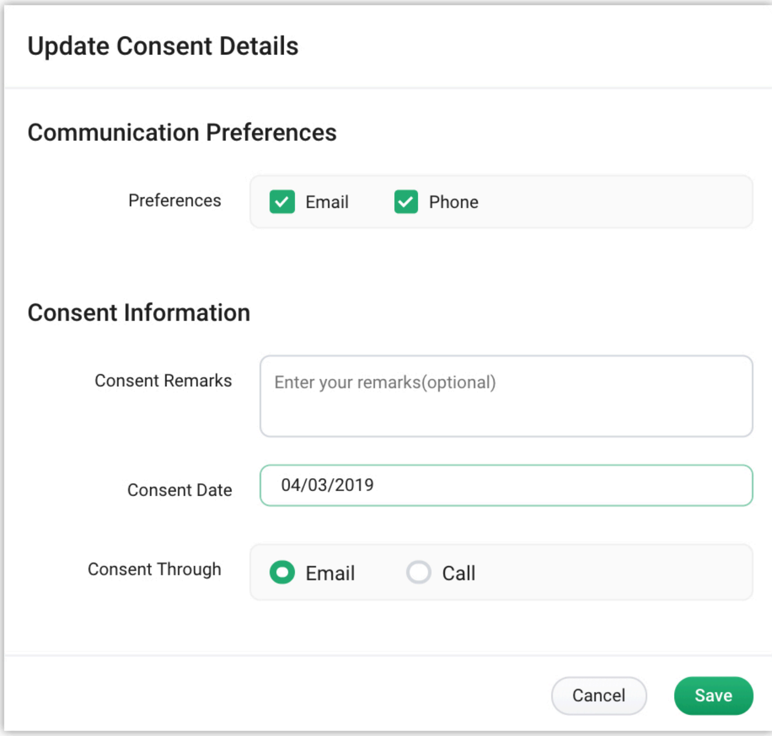


3. Mark the **Data Processing Basis** as **Applicable** and select **Consent** from the drop-down list.
4. Click **Done**



5. Under the **Pending** status, click the **Update consent details** link.
6. In the **Update Consent Details** popup, do the following:
   - Select from the list of **Communication Preferences** mentioned by the data subject.
   - Add **Consent Remarks**, if any.
   - In the **Consent Date** field, specify the date when you got the consent.

- Select Email or Call, to maintain a record of how you received the consent.

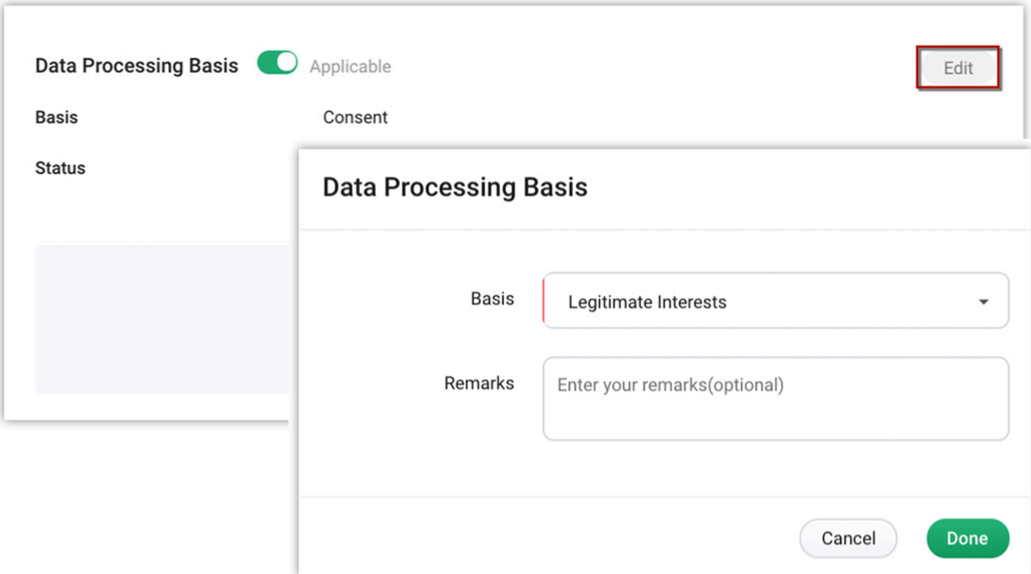


7. Click **Save**.

Choose Data Processing Basis

To choose Data Processing Basis

1. Click open the data subjects record in your Bigin account.
2. Click **Data Privacy**.
3. Mark the **Data Processing Basis** as **Applicable**
4. Click **Edit** and select the Data Processing Basis from the drop-down list.
5. Click **Done.**

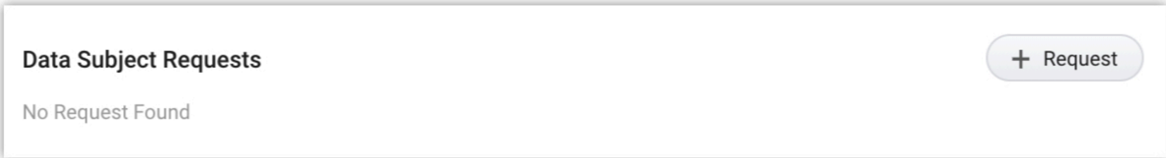


Raise Data Subject Request

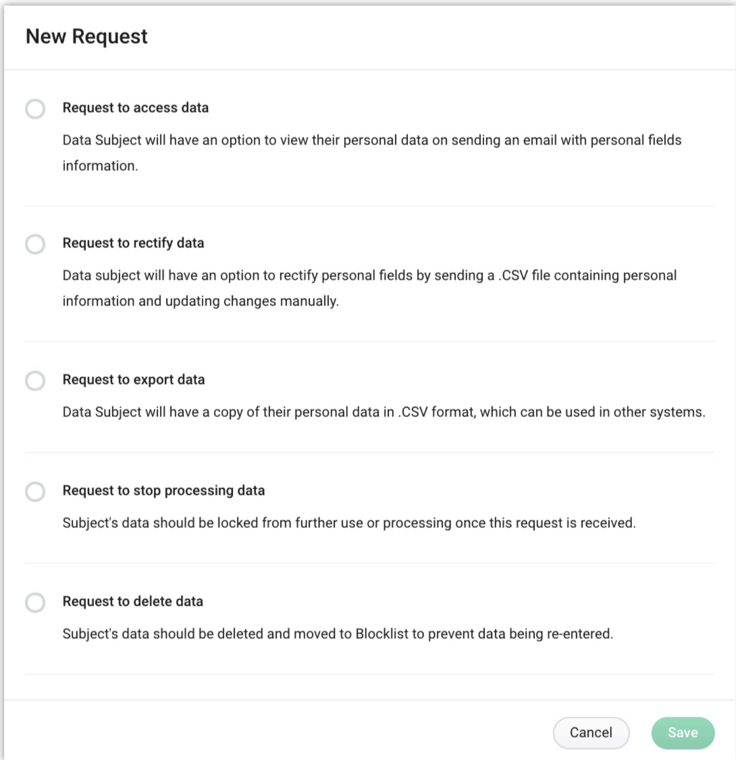
It is our duty to understand and fulfil the rights exercised by an individual. You can collect these requests via email, through call, or in person.

To add data subject requests manually

1. Click open the data subjects record in your Bigin account.
2. Click **Data Privacy**.
   Under the *Data Subject Requests* section, click the **+ Request** button.



3. In the *New Request* popup, select a request and click **Save**.



The request will be added for the record.