

A person is using a laptop. The laptop screen displays a website with various news articles and a 'Roxhill Highlights' section. A hand is pointing at the screen. In the foreground, there is a white smartphone and a black smartwatch. A large white rounded rectangle with a thin orange border is overlaid on the center of the image, containing the text 'Roxhill' in a large serif font, followed by a thick dark green horizontal bar, and then 'USER GUIDES' and 'GUIDE TO GDPR' in a bold sans-serif font.

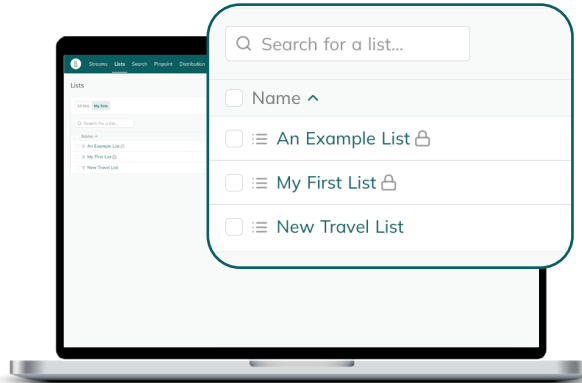
# Roxhill

## USER GUIDES GUIDE TO GDPR

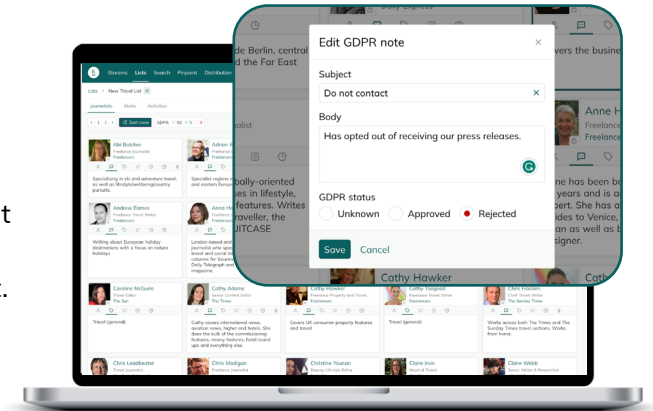
# How to manage your contacts GDPR status - The GDPR 'status' feature allows you to track the opt-in status of each journalist, enabling you to swiftly remove all opt-outs and stay GDPR compliant.

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

- Go to the 'lists' tab on the top left.
- Select your desired list from the menu.
- Select the journalist or journalists whose GDPR status you want to edit.



- Click Actions.
- Click 'Edit X GDPR note'.
- Check the appropriate GDPR status option.
- Add a note if relevant.
- The GDPR status you set in a list will only affect the contact in that specific list. To mark an overall GDPR status, please do so in the journalist's profile.



## GDPR Journalists Categories.



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

- Unknown = Unknown
- Approved = Approved
- Rejected = Rejected

Note: The results can be filtered by their recorded GDPR status at Search or List level: GDPR: 92 4 1

## 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 '**Unknown**' option.



- Check the appropriate GDPR status option and add your comments.
- Select 'OK'.
- Changing the GDPR status at profile level will update the contact in every one of your lists.

## 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 appear **HIDDEN** 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.