ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I use the GDPR Pseudo-Anonymization tool?

How do I use the GDPR Pseudo-Anonymization tool?

Michael C. - 2021-09-14 - Membership Management

In order to conform with GDPR and other Privacy regulations, clubs and districts are able to make use of ClubRunner's Pseudo-Anonymization tool.

This tool will allow you to anonymize an inactive or other user's member profile information. This is done by scrambling the text information in the user's fields. This allows for clubs to maintain their history of membership, as well as the individual records related to those users, within ClubRunner without having to fully delete the record. This also allows data to persist in a secure way in other areas like Attendance, Dues & Billing, Event registrations, etc.

Note: In order to access the Pseudo Anonymization tool, an access level of 30 is required on Club websites, while the Site Administrator access right is required on District websites.

Note: When a club is a ClubRunner subscriber, the district will not be able to anonymize their data. This can only be done at the club level account.

- 1. Go to your club or district home page and login.
- 2. Once you are logged in, click on "Member Area" in the top right corner of the page to access the club's Member Area.
- 3. Along the top of the member area, click on "Membership" within the top navigation menu.
- 4. Then, click on "GDPR Pseudo Anon." in the secondary navigation menu.
- 5. From the Pseudo Anonymization page, you can begin searching for the user records you would like to process. Begin entering the user's details to search for their record. There are various filter options you can use to search for a user:

First Name			Last Name		Search
Email			Member Number		
Member Type	Inactive Oth	ner	Exclude	Attendance Data	•
Terminated Date	All Dates 🗸			Financial Data	
hunge				Event Payment Data	
Last Name 🚽	First Name 🚽	Email 🗸	Club Name 🚽	Terminated Date 🚽	Member Type 🗸
			No data to display		
o First Nan	ופ				

Pseudo Anonymization

- Last Name
- Email
- Member Number (Rotary Only)
- Member Type
 - You can only search between "Inactive" and "Other user" records to process
- Terminated Date Range
 - The Terminated Date Range option will allow you to filter out inactive member records

that have been terminated outside of the selected date range. Only individuals that have been terminated within the selected date range will be displayed.

6. Finally you can choose to exclude certain records from your search results, including those members that have:

First Name Email Member Type Terminated Date Range	Inactive Other All Dates		Last Name Member Number Exclude	 Attendance Data Financial Data Event Payment Data 	Search
Last Nome	First Name	Fmail	Club Name	Torreinated Data	Mambar Tura
Last Name 🚽	First Name -	Email 🗸	No data to display		Member Type 🗸

- 1. Attendance Data (entries within the Attendance module)
- 2. Financial Data (invoices and payments within the Dues and Billing module)
- 3. Event Payment Data (payments within EventPlanner or MyEventRunner)
- 7. After selecting your appropriate search filters click on the "Search" button.

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Pseudo Anonymization

First Name Email Member Type Terminated Date Range	Inactive Othe All Dates	r	Last Name Member Number Exclude	O'Fairy Attendance Data Financial Data Event Payment Data	Search
Last Name 🚽	First Name 🚽	Email 🚽	Club Name 🚽	Terminated Date 🗸	Member Type 🗸
			No data to display		

8. The ClubRunner system will then search for all records that match your selected criteria and display them within the search results section just below.

Pseudo Anonymization

First Name Email Member Type Terminated Date Range	Inactive (All Dates	◯ Other ▼	Last Name Member Number Exclude	O'Fairy Att Fir Eve Da	tendance Data nancial Data ent Payment ta		Search
Filter records: Q							
📃 🛛 Last Name 🚽	First Name 🗸	Email 🚽	Club	Name 🚽	Terminated D	ate 🚽 🛛 M	ember Type 🕳
O'Fairy	James		Mich	hael Rotary	Sep 09, 2021	Ex	Member
O'Fairy	Clovis	clovis.o'fairy@sink.	sendgrid.net Mich	hael Rotary	Sep 29, 2020	Ex	Member
Showing all 2 records							

9. Click the checkboxes next to each listed record to select the records you would like to run through the tool to Pseudo-Anonymize their information.

Filter records: Q					
Last Name 🗸	First Name 🚽	Email 🚽	Club Name 🗸	Terminated Date 🗸	Member Type 🗸
O'Fairy	James		Michael Rotary	Sep 09, 2021	Ex Member
O'Fairy	Clovis	clovis.o'fairy@sink.sendgrid.net	Michael Rotary	Sep 29, 2020	Ex Member
Showing all 2 records					
			2	records selected	Process Anonymization

10. When ready, click on the "Process Anonymization" button.

Filter records: Q					
🛃 Last Name 🗸	First Name 🗸	Email 🚽	Club Name 🗸	Terminated Date 🗸	Member Type 🗸
O'Fairy	James		Michael Rotary	Sep 09, 2021	Ex Member
O'Fairy	Clovis	clovis.o'fairy@sink.sendgrid.net	Michael Rotary	Sep 29, 2020	Ex Member
Showing all 2 records					
			2 r	ecords selected Pro	cess Anonymization

- 11. This will open a final confirmation message to confirm the following information:
 - 1. The Pseudo-Anonymization process is permanent, and cannot be undone
 - 2. The selected individual's personal data will be completely masked or "scrambled" within ClubRunner
 - 3. Some data may be retained under a lawful basis and cannot be deleted/altered, for example some financial transaction information.
- 12. Manually type in the word "APPROVE" in the available textbox and select the "I understand and acknowledge the conditions above and wish to proceed with the anonymization" checkbox to confirm you would like to proceed.



13. After confirming you would like to proceed, click on the "Process Anonymization" button to finalize these changes and process the anonymization of the selected records.

Confirm Pseudo Anonymization					
 I, ClubRunner Support, am processing a request for permanent anonymization of data. I understand that: This process cannot be undone. The individual's personal data will be completely masked in ClubRunner. That some data may be kept under a lawful basis and cannot be deleted or altered. 					
APPROVE					
I understand and acknowledge the conditions above and wish to proceed with t anonymization.					
Cancel Process Anonymizatio	n				

Once this has been done, all of the information within an anonymized member's profile will be randomly scrambled.

Member Profile

Personal Rotary Biography Commitments Settings Privacy

Member Details Title Zv Gender Male First Name Ntzoqyzrl Date of Birth Apr 29 1961 Middle Name Ha Anniversary Last Name Kfijxtblu Spouse/Partner First Name Nickname Zv Spouse/Partner Last Name Suffix Spouse/Partner Nick Name Preferred Address Home Spouse/Partner Date of Birth Dues & Billing Preferred Email Primary Email Preferred Phone Home Email Alternate Email Birthday and anniversary years can only be viewed by Club Executive level or *All emails will only be sent to the primary email address higher.

- Tags
- <u>Anonymization</u>
- <u>Anonymize</u>
- <u>GDPR</u>
- <u>Pseudo</u>
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