

## 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:

## Pseudo Anonymization

First Name  Last Name

Email  Member Number

Member Type  Inactive  Other

Terminated Date Range

Exclude  Attendance Data  
 Financial Data  
 Event Payment Data

Last Name ▾ First Name ▾ Email ▾ Club Name ▾ Terminated Date ▾ Member Type ▾

No data to display

- First Name
  - 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:

## Pseudo Anonymization

First Name  Last Name

Email  Member Number

Member Type  Inactive  Other

Terminated Date Range

Exclude  Attendance Data  
 Financial Data  
 Event Payment Data

Last Name ▾ First Name ▾ Email ▾ Club Name ▾ Terminated Date ▾ Member Type ▾

No data to display

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.

**Pseudo Anonymization**

First Name

Email

Member Type  Inactive  Other

Terminated Date Range

Last Name

Member Number

Exclude  Attendance Data  
 Financial Data  
 Event Payment Data

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  Inactive  Other

Terminated Date Range

Last Name

Member Number

Exclude  Attendance Data  
 Financial Data  
 Event Payment Data

Filter records:

<input type="checkbox"/>	Last Name ▾	First Name ▾	Email ▾	Club Name ▾	Terminated Date ▾	Member Type ▾
<input type="checkbox"/>	O'Fairy	James		Michael Rotary	Sep 09, 2021	Ex Member
<input type="checkbox"/>	O'Fairy	Clovis	clovis.ofairy@sink.sendgrid.net	Michael Rotary	Sep 29, 2020	Ex Member
<input type="checkbox"/>						

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:

<input checked="" type="checkbox"/>	Last Name ▾	First Name ▾	Email ▾	Club Name ▾	Terminated Date ▾	Member Type ▾
<input checked="" type="checkbox"/>	O'Fairy	James		Michael Rotary	Sep 09, 2021	Ex Member
<input checked="" type="checkbox"/>	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:

<input checked="" type="checkbox"/>	Last Name ▾	First Name ▾	Email ▾	Club Name ▾	Terminated Date ▾	Member Type ▾
<input checked="" type="checkbox"/>	O'Fairy	James		Michael Rotary	Sep 09, 2021	Ex Member
<input checked="" type="checkbox"/>	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

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/alterd, 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.

### 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.

Type **APPROVE** in the textbox below to proceed.

I understand and acknowledge the conditions above and wish to proceed with the **anonymization**.

Cancel
Process Anonymization

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.

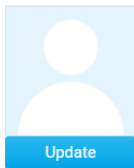
Type **APPROVE** in the textbox below to proceed.

I understand and acknowledge the conditions above and wish to proceed with the **anonymization**.

[Cancel](#) [Process Anonymization](#)

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

## Member Profile



Ntzoqyzrl Kfijxtblu  
[Printable Version](#)

[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

[Edit](#)

### 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	
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email		Alternate Email	

\*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

### Tags

Anonymization

Anonymize

GDPR  
Pseudo