GDPR Pruning &

It's recommended to create a process to view and prune contacts in which you no longer have a lawful basis to process a contact's data. This can be done by creating a saved search on your homepage dashboard for contacts that do not have a GDPR tag applied to them.

- 1. Go to **CRM > Contacts**
- 2. Click New Search

	Add a Conta
Actions New Search Edit Criteria/Columns	Save Pr
□ 1-18 of 18	
No name	

3. Choose **Doesn't have ANY of these Tags** next to the Tags label

Lead Sco	ore do not filter 🔹
Ta	ags With ANY of these Tags 🔹
	With ANY of these Tags With ALL of these Tags
Tag	s 2 Doesn't have ANY of these Tags Doesn't have ALL of these Tags
	Type to search
Searc	h Reset Filters

4. Enter all of your GDPR tags

Lead Score	do not filter					
Tags	े Doesn't have ANY of these Tag 🔻					
	GDPR Lawful Basis -> Informed Consent X GDPR Lawful Basis -> Legitimate Interest X					
	GDPR Lawful Basis -> Performance of a contract \times					
	Type to search					
Tags 2	With ANY of these Tags 🔹					
	Type to search					

- 5. Click Search
- 6. Click Save

	Add a Contact	Import Contacts
New Search Edit Criteria/Col	umns Save Print	
8 of 18		
No name	Em	sil.

7. Enter the name of saved search.Select any other users that need access to this list, check the box to Add this search to the User Home and click **Save**



Example: "No Lawful Basis" or "Non-GDRP Compliant"

Lead Score	do not filter					
Tags	Doesn't have ANY of these Tag 🔻					
	GDPR Lawful Basis -> Informed Consent X GDPR Lawful Basis -> Legitimate Interest X					
	GDPR Lawful Basis -> Performance of a contract \times					
	Type to search					
Tags 2	With ANY of these Tags					
	Type to search					

8. Now, go back to your dashboard to see your new saved search. You can click **Settings** to further customize the report.

No La	wful Basis			() >
ld	Company name	Emall		State
46				
62				
68				
72				
74				
Show	ing 5 of 18			
	Settings	վիդ	View All Results X	>