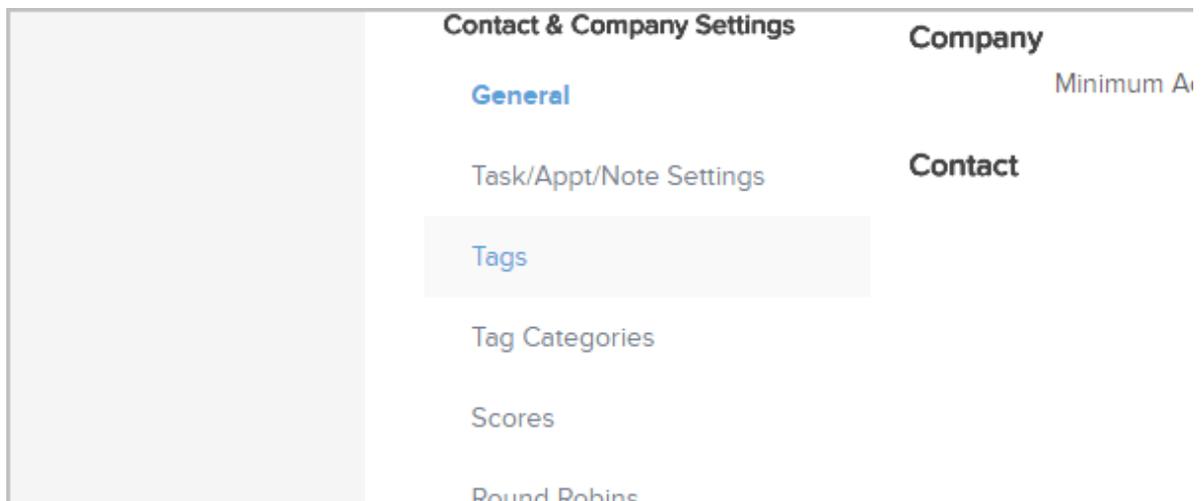


Create GDPR Tags

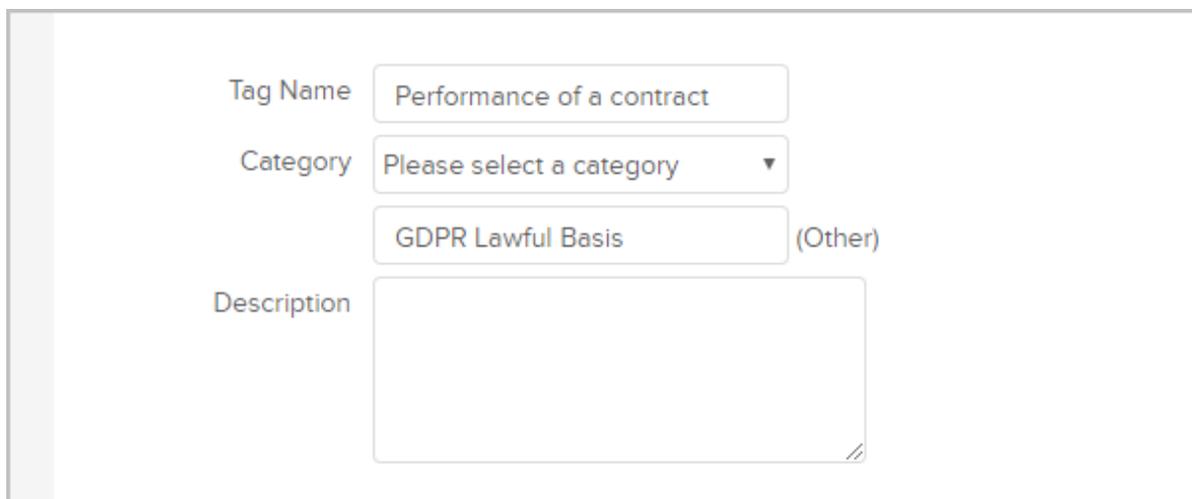
Please create GDPR tags as follows:

Important! If you downloaded and installed the GDPR Readiness Campaign, these tags will have been automatically created for you. So make sure you don't create a duplicate set of tags!

1. Go to CRM > Settings and click Tags



2. Enter the tag name and enter the name of the new tag category. Click the Add Tag button at the bottom of the page to create each tag. The names are as follows: Tag Category: GDPR Lawful Basis, Performance of a contract, Legitimate Interest and Informed Consent.

A screenshot of a form for creating a new tag. It contains the following fields:

- Tag Name:** A text input field containing 'Performance of a contract'.
- Category:** A dropdown menu with the text 'Please select a category' and a downward arrow. Below the dropdown, the text 'GDPR Lawful Basis' is visible, followed by '(Other)' in parentheses.
- Description:** A large, empty text area for entering a description.

3. Your list of tags should include these now:



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<input type="checkbox"/>	Id	Name	Number of people	Category
<input type="checkbox"/>	925	Performance of a contract	0	GDPR Lawful Basis
<input type="checkbox"/>	923	Legitimate Interest	0	GDPR Lawful Basis
<input type="checkbox"/>	921	Informed Consent	0	GDPR Lawful Basis
