

User Guide - General Data Protection Regulations – Bulk Removal of Data



In some cases, you may manage your membership on an annual cycle with a fixed point in the year for renewal. This would then perhaps involve you in retaining membership details for a further period. This could be because there is Gift Aid data in the system or you have other reasons to retain data after an expiry date, these retention periods should be detailed on your terms and conditions.

Such terms are set out by you as the Data Owner and not by us the Data Processor.

However, to remove membership records in Bulk you can extract a CSV file using the “Mailing Labels /CSV and select the Archived Radio Button”

Member Selection

Search All Groups: Yes No

Name ID / Member Number: Blank Keywords: Blank

Fee Categories: * (All Fee Categories)
AIVC Membership (ALO)
Corporate Member
Donor Member Type: * (All Member Types)
Personal
Corporate

Permission: * (All Permissions) Status: Live Archived Prepay

Search Text: Gender: * (All Genders)

Email Entries: * (All Email Entries) Pay Method: * (All Pay Methods)

Email Address: Family Membership: Primary Members Only

Once you have extracted the records of archived members’ you can delete the rows you DO NOT wish to remove,

And then, overwrite the cell contents of the Archived records to be removed.

DO NOT overwrite columns A,B or C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	id	archive	code	fee_type	label_nam	salutation	first_name	surname	address1	address2	district	towncity	county	postcode	country	Phone_hoi	Phone_wcF
2	1	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss2	Junk	Junk	Junk	Junk	Junk	Junk
3	322	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss3	Junk	Junk	Junk	Junk	Junk	Junk
4	264	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss4	Junk	Junk	Junk	Junk	Junk	Junk
5	93	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss5	Junk	Junk	Junk	Junk	Junk	Junk
6	410	1	TRL	Trial	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss6	Junk	Junk	Junk	Junk	Junk	Junk
7	424	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss7	Junk	Junk	Junk	Junk	Junk	Junk
8	324	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss8	Junk	Junk	Junk	Junk	Junk	Junk
9	442	1	ENQ	Enquiry	wwwwww	Mr	eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss9	Junk	Junk	Junk	Junk	Junk	Junk
10	434	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss10	Junk	Junk	Junk	Junk	Junk	Junk
11	432	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss11	Junk	Junk	Junk	Junk	Junk	Junk
12	433	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss12	Junk	Junk	Junk	Junk	Junk	Junk
13	408	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss13	Junk	Junk	Junk	Junk	Junk	Junk
14	439	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss14	Junk	Junk	Junk	Junk	Junk	Junk
15	453	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss15	Junk	Junk	Junk	Junk	Junk	Junk
16	455	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss16	Junk	Junk	Junk	Junk	Junk	Junk
17	454	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss17	Junk	Junk	Junk	Junk	Junk	Junk
18	457	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss18	Junk	Junk	Junk	Junk	Junk	Junk
19	313	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss19	Junk	Junk	Junk	Junk	Junk	Junk
20	487	1	ENQ	Enquiry	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss20	Junk	Junk	Junk	Junk	Junk	Junk
21	488	1	ENQ	Enquiry	wwwwww	Miss	eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss21	Junk	Junk	Junk	Junk	Junk	Junk
22	412	1	PAG	Pay As You	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss22	Junk	Junk	Junk	Junk	Junk	Junk
23	405	1	TRL	Trial	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss23	Junk	Junk	Junk	Junk	Junk	Junk
24	330	1	TRL	Trial	wwwwww		eeeeeeee	rrrrrrrrrr	tttttttttt	aaaaaaaa	sssssss24	Junk	Junk	Junk	Junk	Junk	Junk
25																	

Now go to the BULK exorsize and import the expunged data file. This will over write the name id’s in Column A with the data in data columns B through AH

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Conditions

If the member record is in a joint membership, the related member record will not be changed.

If the record is used is shared with another site it will not be changed.

Removing records

Once you have completed the reimport, you can save the CSV file as proof of the deletion of the records from the database; to comply with the GDPR you should delete the original exported CSV files from your PC.