Views

How to Configure Contact Anonymisation

Administrators can anonymise specific fields and objects related to Contact records in their account. This may be required if an organisation wishes to remove the identifying parts of a person's record, while still holding the non-identifying data for reporting and auditing purposes.

To use this tool, an Administrator first needs to configure the fields and sections that they want to be anonymised:

- Hover over **My Account** and select **Administration**
- Select **Anonymise Data** from the Data Management section on the left-hand side
- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to edit the anonymised fields and objects for the Staff area of the account
- Choose the fields and objects that should be anonymised whenever a user anonymises a record of this type
- Click **Save**

The new configuration will be applied the next time a user anonymises a record of this type.