

GDPR User Guide

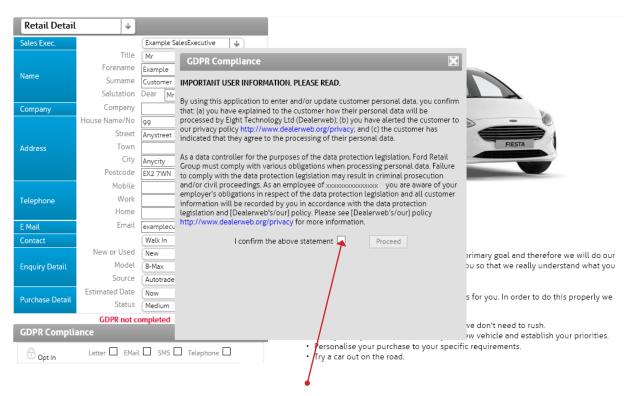
1. Marketing Preferences

ALL customers added to Dealerweb Showroom will be opted out of all marketing by default.

We will also change the way by which marketing preferences are recorded:

Walk-In Enquiries

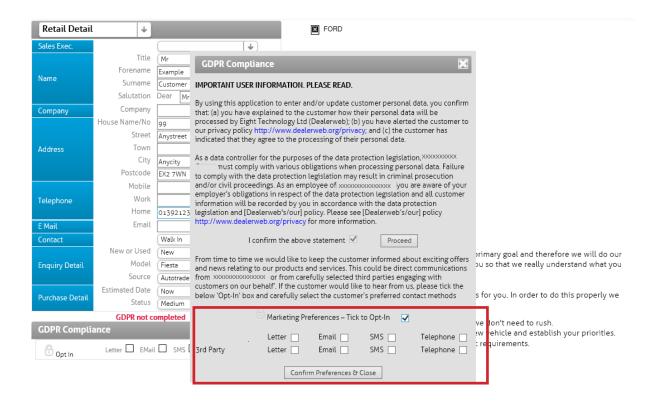
Prior to the user being able to save a new enquiry, the following pop-up will appear:



This confirms that a data privacy statement has been explained to the customer.

Having checked this box, the user can click 'Proceed'.

The user will now be able to add the customers' marketing preferences.



Notice that we now have a two-tiered approach to Marketing Preferences - dealer / dealer group and third party (should you have data feeds to third parties from Dealerweb Showroom).

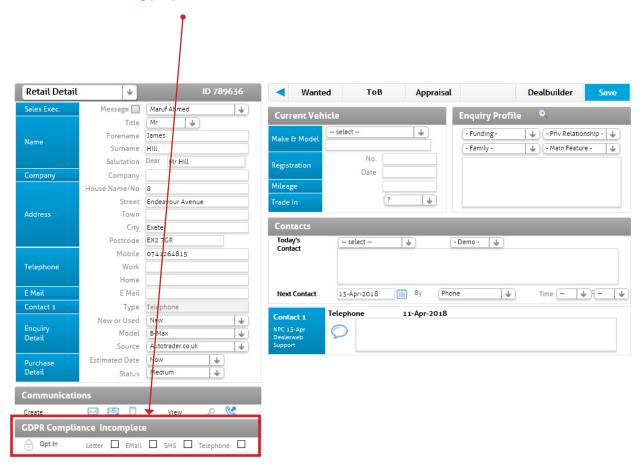
NB: This process is also triggered upon the recycling of an existing customer from Lost Sale or Delivered status, with preferences re-set to Opted-Out.

Non Walk-In Enquiries (Prospect Call, Email, Lead, Telephone)

As there is no physical contact with the customer and customer details are often added to Dealerweb Showroom after the contact event (e.g. after the Sales Executive has finished the phone call), the process described above is slightly different....

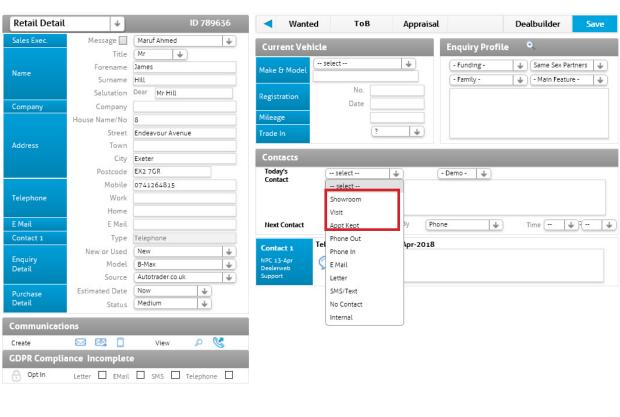
The enquiry is added using the same process as current, with the GDPR pop-up described above being suppressed.

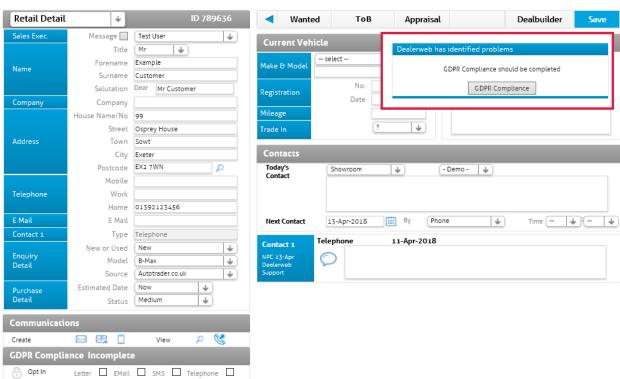
At an appropriate time in the process, the Sales Exec (or any other user) can click on the 'GDPR Compliance' section (which will show as 'Incomplete') in the customer record, to specify marketing preferences. This will trigger the pop-up allowing the addition of the customers' marketing preferences.



As you will see, the system clearly communicates to a user that the GDPR Compliance process has not been completed, by virtue of the word 'Incomplete' being visible in the GDPR Compliance section.

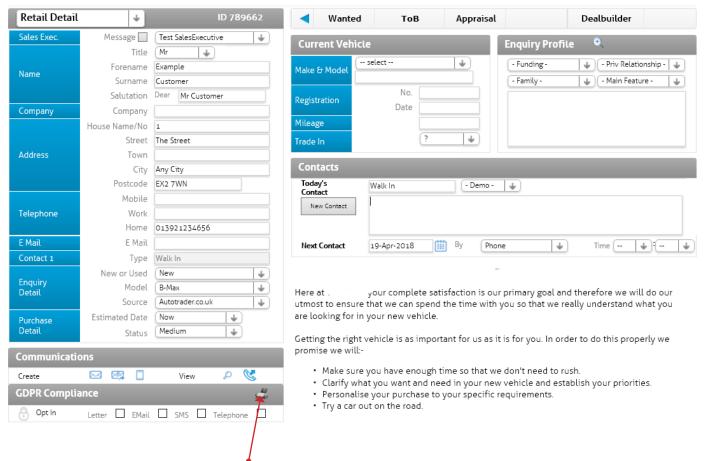
As a safeguard, and to ensure that users update this going forward, a prompt to complete the GDPR Compliance process will appear automatically when the user attempts to save a face-to-face contact (Showroom, Visit, Appt Kept).





2. Preference Confirmation Form

Once the GDPR process and preference capture process has been completed, a form can be printed (if required) for the customer to sign confirming preferences.



The form can be printed by clicking on the print icon.

Within our new 'GDPR Updates' feature (see page 7), we can audit if this icon was clicked on.

NB: This form can be bespoke by dealer group. Please contact your Account Manager if a bespoke form is required.

3. Marketing Preferences Display on Order Form

Selected marketing preferences are displayed on the Vehicle Order Form

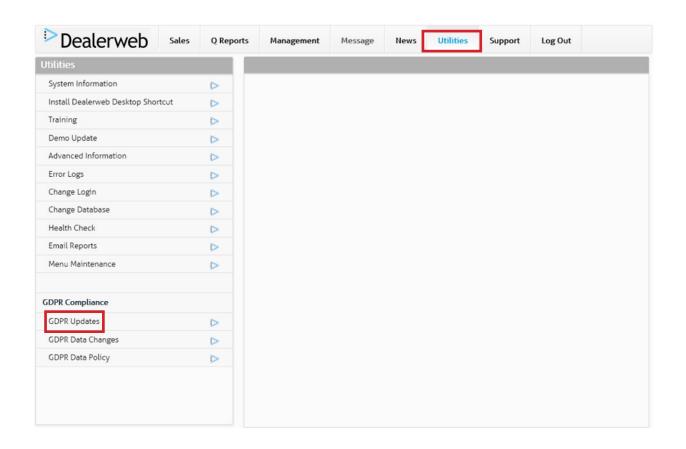
Manufacturer's Delivery Charge			20.83
SUB-TOTAL			17445.83
VAT @ 20%			3489.17
Road Fund Licence (CO2 119 g/km) & First Reg. Fee	e		220.00
INVOICE TOTAL			21155.00
Cash Back			0
Less Deposit	Receipt No. ■		0
Less Part Exchange Allowance	·		0
Add Finance Balance Outstanding			0
Balance Due From Finance Company			21155.00
Balance Due From Customer			0.00
Part Exchange Details			
Make	Model		
Reg. No.	Chassis No.	1st Reg. Date	
Colour/Trim	Mileage Previous Owners		
Road Fund Licence Expiry	MOT Expiry Reg. Doc. Yes/No		
Finance Outstanding	Finance Co	Finance Agreement No.	
I/We, acknowledge receipt of a copy of this order and accept the terms, conditions and warranty detailed. You have indicated that you're happy to be kept up to date about exciting offers and news related to our products and services from us and carefully selected third parties, by the following methods (ticked as opted in) Group - by Mail by SMS by Email by Phone			
3 rd Party - by Mail ☐ by SMS ☐ by En	nail Dy Phone		
Purchaser's Signature	Business Manager's Signature	Date	2
Sales Manager's Signature	Sales Manager only to sign - This order is subject to the Sales Manager's approval.		

NB: This will supersede any bespoke text currently on the Vehicle Order Form

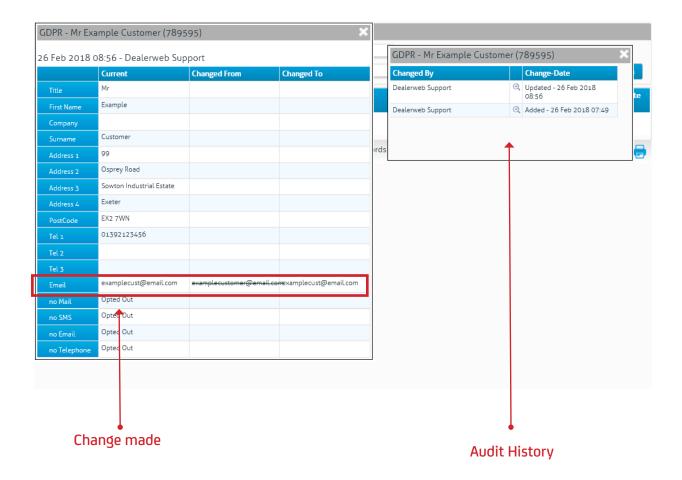
4. Audit Log

Our 'GDPR Updates' feature provides full audit capability of customer Personally Identifiable Information (PII) that has been amended, including preference changes.

The audit information will include what PII changed, which user changed it, what it was changed from and what it currently is.

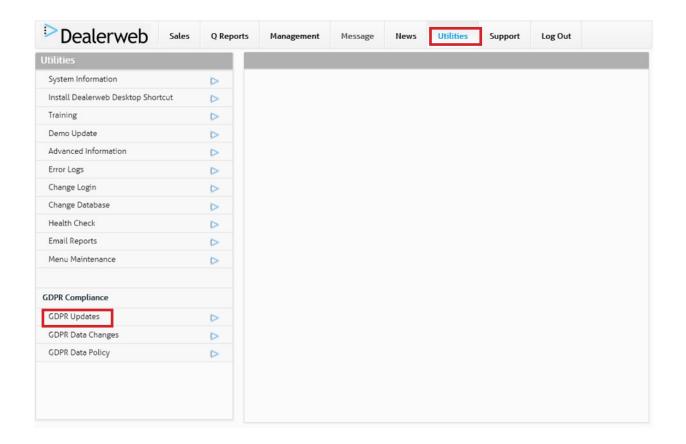


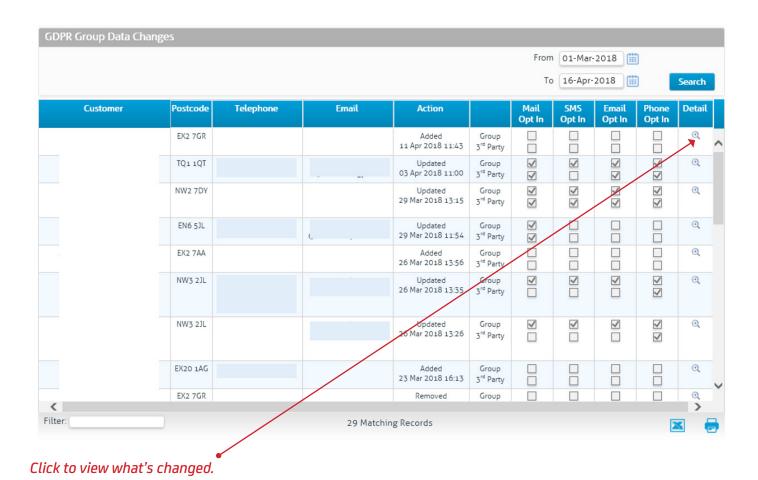


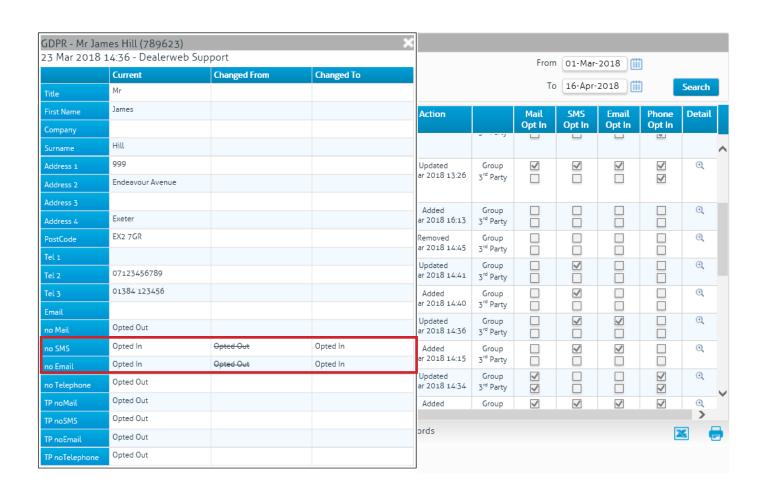


5.Data Changes Between a Date Range

We have built a report that displays PII and preference changes between a user defined date range.

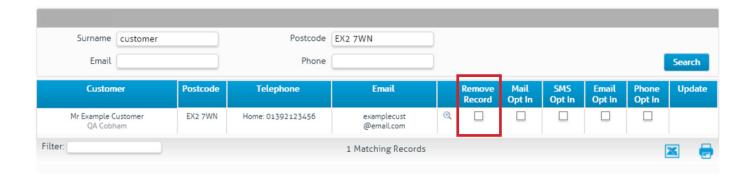






6. Removal of PII

Using the 'GDPR Updates' menu item as above, users (with the appropriate level of access) are able to remove PII should a Data Subject Request be received.



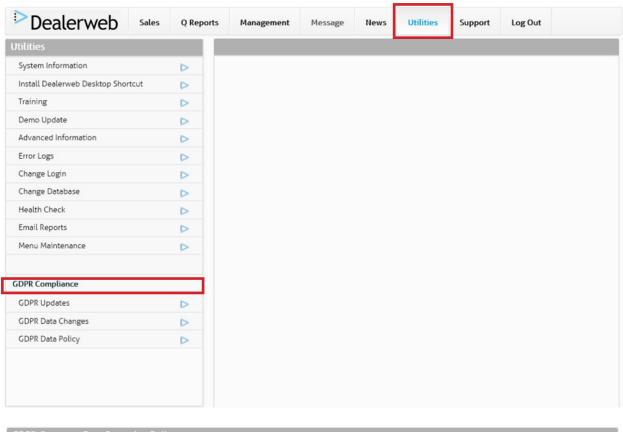
Importantly, only PII is removed. All historic activity such as demo, offers, orders and profit information, is retained

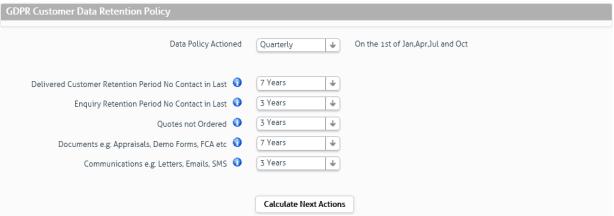
7. Data Retention Policy

A Data Retention Policy is configurable (by a user with the appropriate level of access) in Dealerweb Showroom.

This enables the setting of a periodic, automatic customer deletion routine, and can be tailored depending on historic customer events and recent customer interactions.

NB: Once a record is deleted it cannot be undone. ALL customer information is deleted, including historical reporting footprints.





Our data retention policy allows criteria to be set, depending on whether the customer has transacted historically or not, which if met, will lead to deletion of the customer and all associated data / activity.

It's also possible to delete other customer attributes, such as historic quotes, appraisals and communications (such as text messages).

Delivered Customer Retention Period (Transacted Customers)

This will delete any customer record who has had a vehicle Delivered if no contact event has been recorded within the defined retention period.

Enquiry Retention Period (Non-Transacted Customers)

This will delete any non-transacted customer record (live enquiries and Lost Sale status customers), who have not had a contact event recorded against their record within the defined retention period. For example, if the Enquiry Retention Period was set to 3 years, all customers who have not had a contact event recorded against their record in the last 3 years would be deleted.

NB: If a customer is currently at a non-transacted status (live enquiry or Lost Sale) but has previously had a vehicle delivered, the Delivered Customer Retention Period will apply.

Quotes not Ordered

This will delete any quotes that did not result in an order, as soon as the quote reaches the age defined in the retention policy.

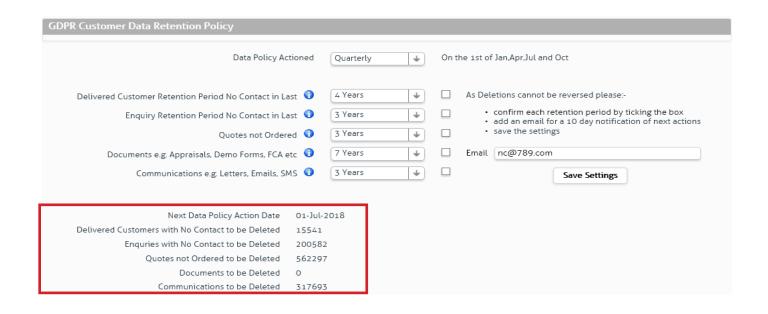
Documents

This will delete any document generated in Dealerweb Showroom. E.g. Appraisal forms, Test Drive Forms as soon as the document reaches the age defined in the retention policy.

Communications

This will delete any historic communications generated from Dealerweb Showroom. E.g. SMS text messages, emails, as soon as the communication reaches the age defined in the retention policy.

Once the appropriate policies and deletion frequencies have been selected, the system will display how many customers, of each status and other attributes (i.e. quotes, documents and communications), will be deleted on the next deletion trigger date (always the first of the month):

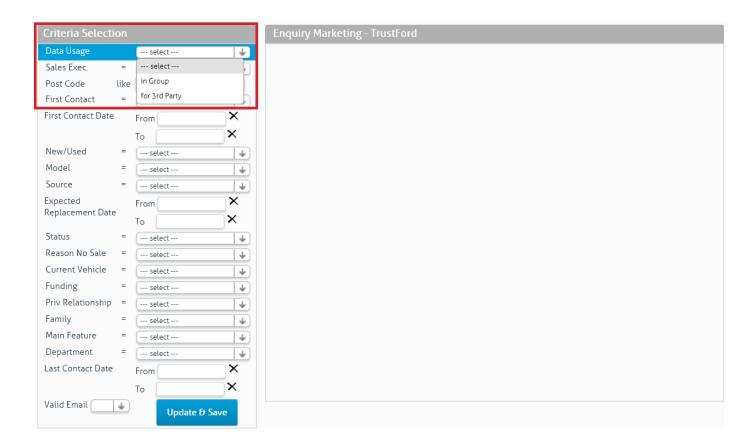


As deletions cannot be undone, we have included a feature that will send an email, 10 days before a scheduled deletion event, notifying the recipient how many records are going to be deleted the deletion date.

The recipient can then access the system to disable the deletion event if required.

8. Customer & Enquiry Marketing

To reflect the additional '3rd Party' marketing preferences, Enquiry Marketing and Customer Marketing have been updated to provide the ability to run the report / extract depending on data usage.



If the report is run for 'In Group', the output will only display / apply a customer's dealer group preferences. If the report is run for '3rd Party' the output will only display / apply a customer's preferences 3rd party preferences.





For more information, or if you have any questions, please contact your Account Manager.

Alternatively, please call Dealerweb Client Services on +44 (0)1392 247477, or email info@8technology.com.

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