



ULTIMATE GDPR
PLUGIN

Ultimate GDPR CCPA Toolkit

Release 1.0.0

Oct 07, 2020

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Ultimate GDPR & CCPA Plugin

1.1 General Information

Thank you for purchasing Ultimate GDPR & CCPA Toolkit! | We're very pleased that you have chosen our app to extend your store. We're doing our best not to disappoint you! | Before you get started, please check out these documentation pages. Ultimate GDPR & CCPA Toolkit can only be used with Shopify and we assume that you already have your store ready to go. If you don't, please see [Intro to Shopify](#) to get started.

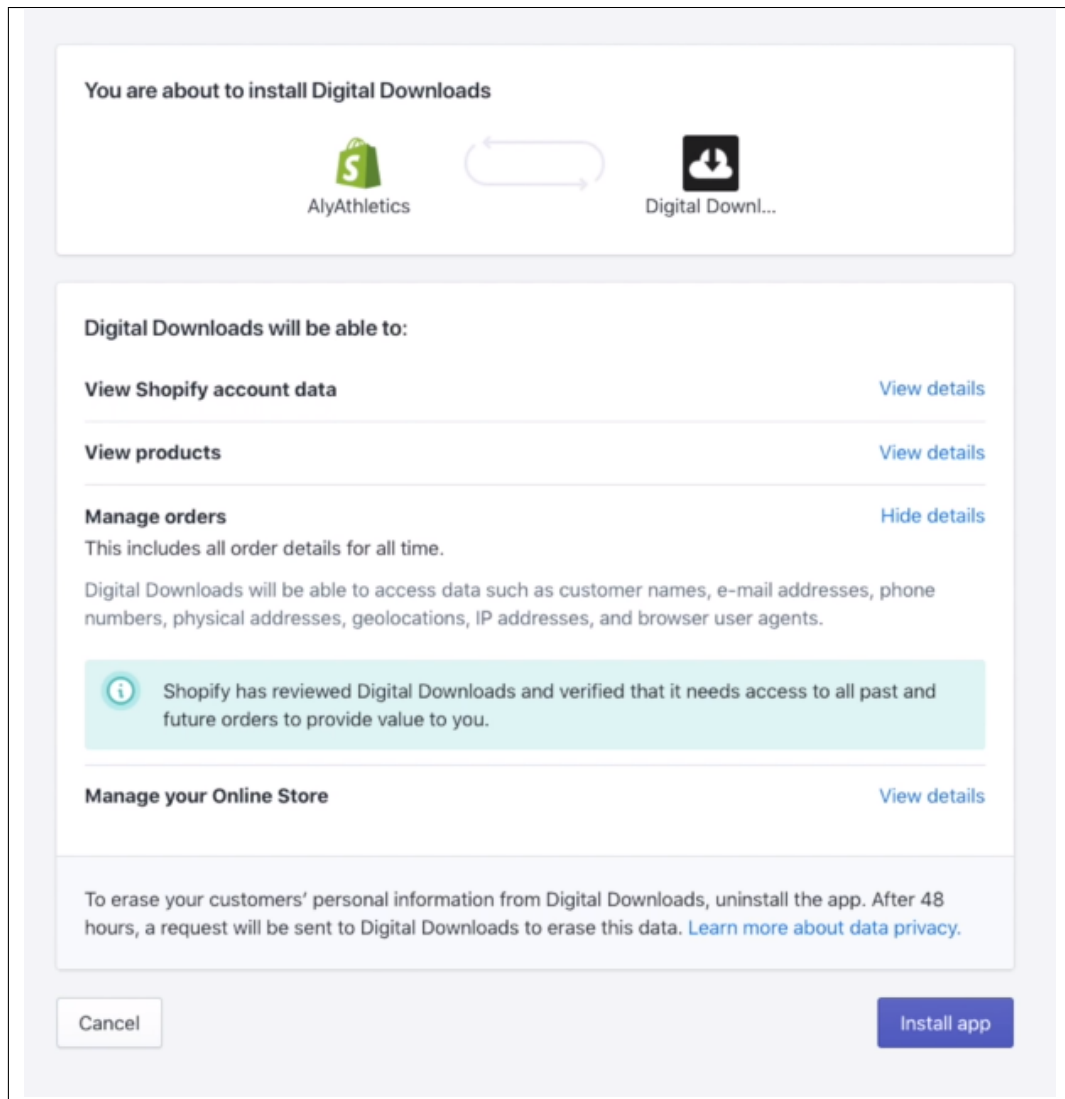
1.2 Requirements

To use this app you will need a [Shopify account](#).

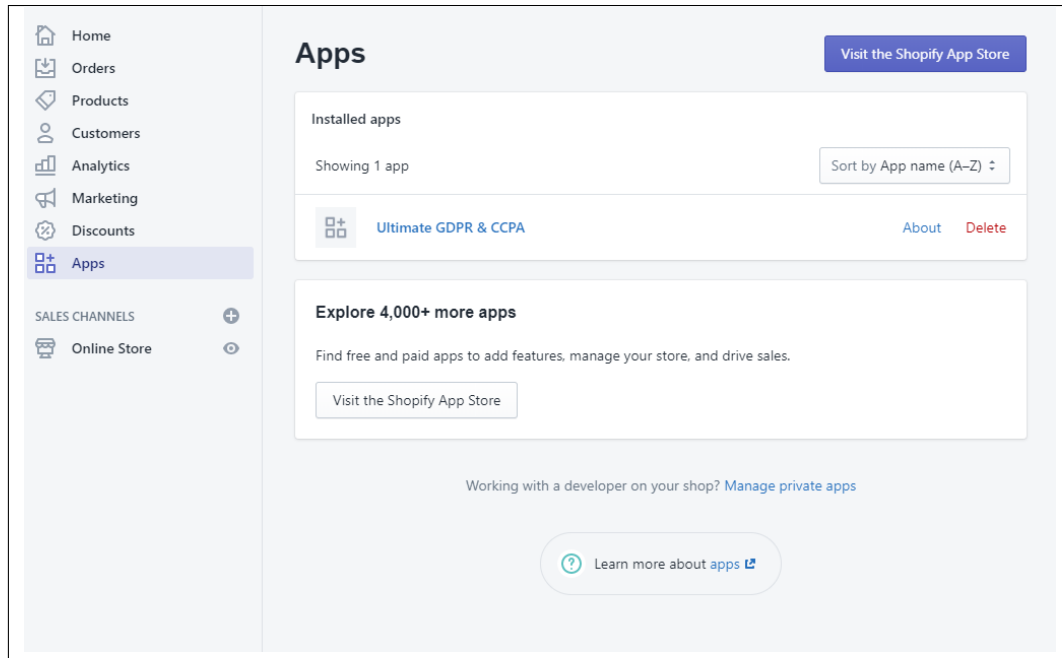
1.3 Installation

In our guide, we will show you step by step instructions on how to activate our app:

- **Step 1** - After downloading the *Ultimate GDPR & CCPA Toolkit* from [Shopify App Store](#), you will be redirected back to your Shopify admin to authorize the use of the app in your store.



- **Step 2** - The next step is to click the 'Install app' button



- **Step 3** - The installed *Ultimate GDPR & CCPA Toolkit* will appear in the app section of the Shopify admin.
- **Step 4** - After clicking the name of the app user will be forwarded to a available **Billing plans**. This step is required to use the *Ultimate GDPR & CCPA Toolkit*

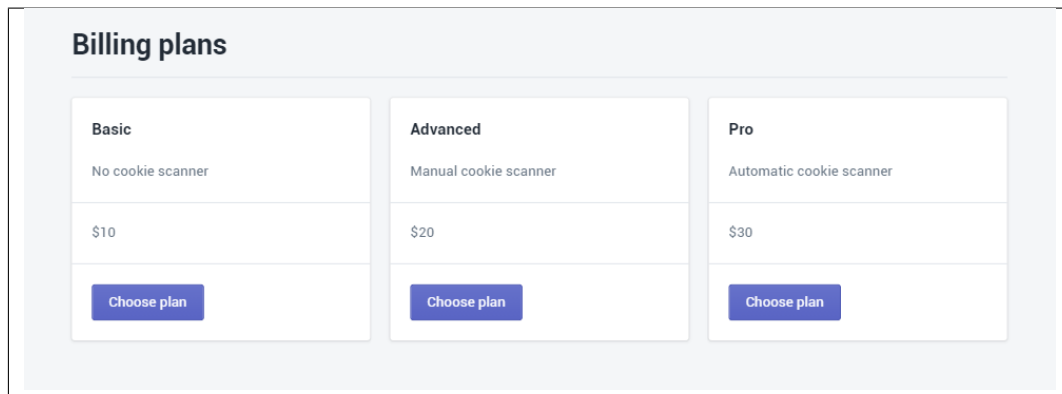
1.3.1 Billings plans

In Ultimate GDPR & CPPA Toolkit provides 3 subscription model with monthly payments plans:

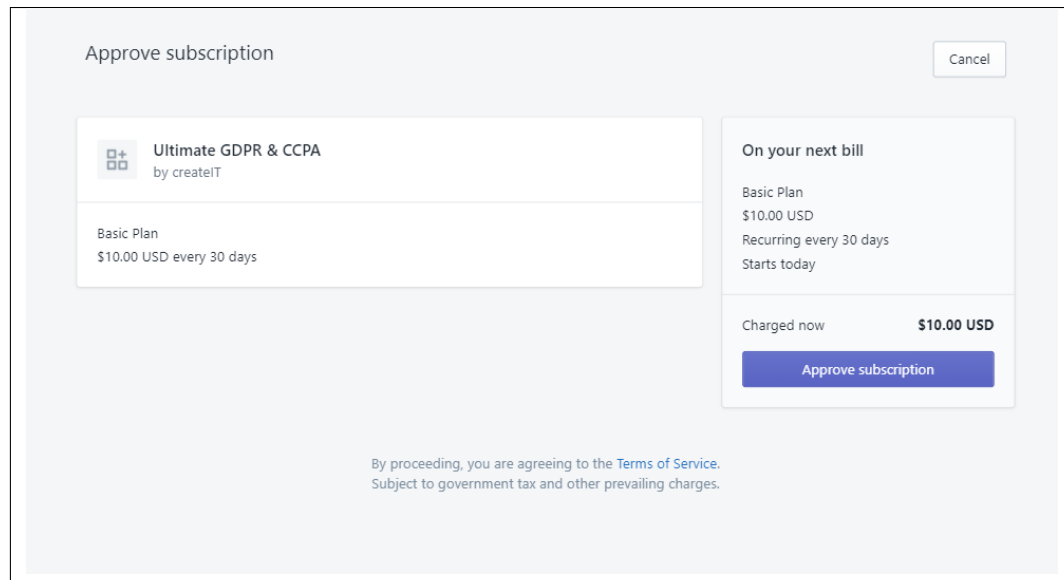
- **Basic** (\$10) - all features except of “Scan for cookies” are available
- **Advanced** (\$20) - “Scan for cookies” is available, but can be triggered only manually
- **Pro** (\$30) - Cookie scanner is available and is triggered automatically weekly/monthly

How to choose billings plans

- **Step 1** - Based on preferences choose one of the 3 available groups.



- **Step 2** - After choosing a preferable billing plan, by clicking *Choose plan* will be forwarded to Approve subscription page

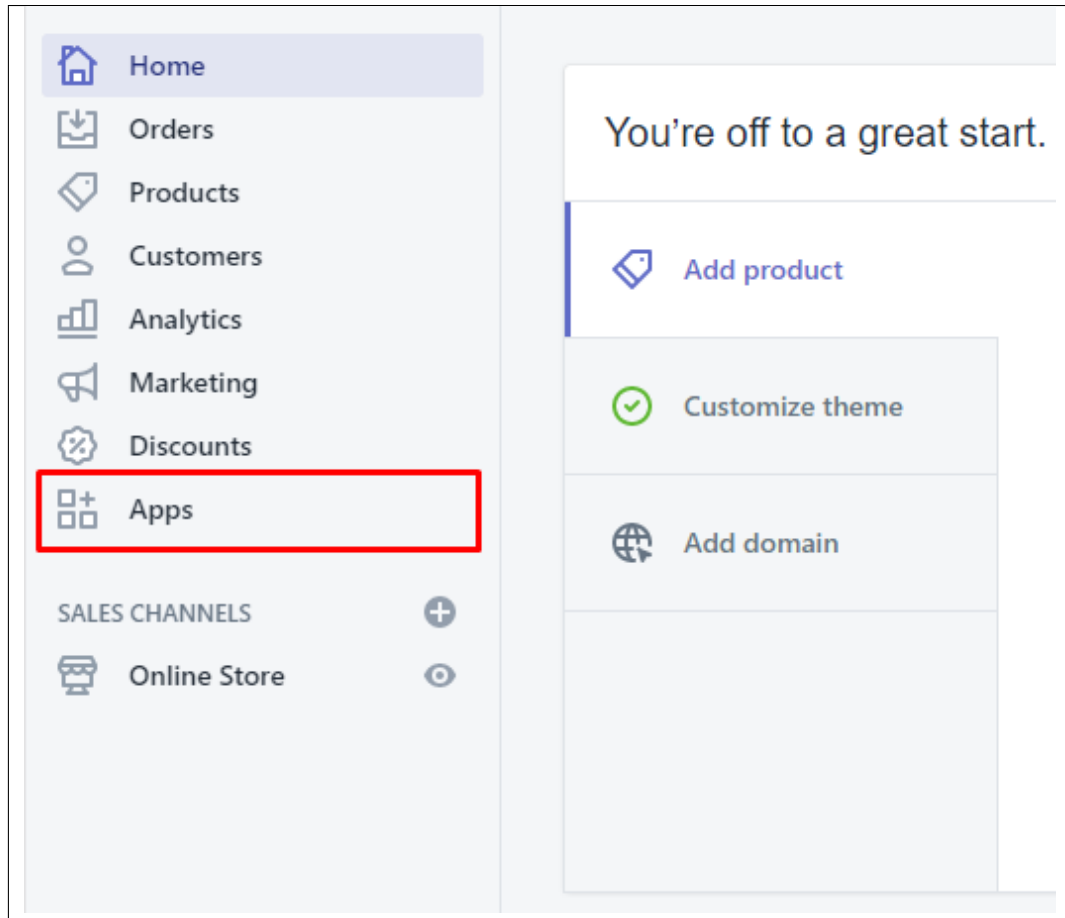


- **Step 3** - This page will provide information about the chosen model. Click *Approve subscription* to confirm. After this step you will be moved to the *Home* page of the app.

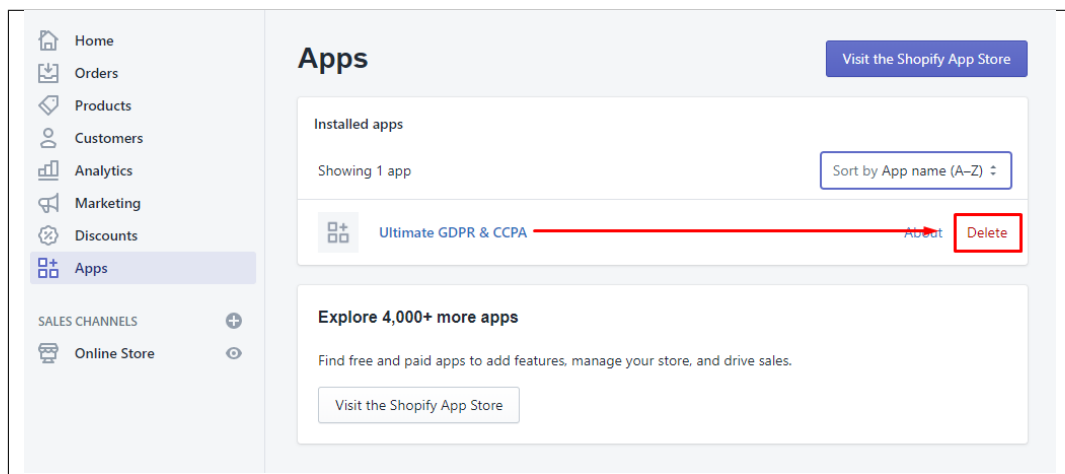
1.4 Uninstallation

We are sorry to hear that you wish to remove the *GDPR & CCPA Toolkit* from your store. Before making this decision please, remember that if you have any problems with using the plugin or in your opinion some functionalities are not working correctly, first try to contact our [Support Forum](#). Our Team will be more than happy to help you with any problem you have. If despite our help you still wish to remove the app, please follow the instructions below, this process is extremely simple.

- **Step 1** - In Shopify admin dashboard, please go to the *Apps* section in the menu on the left-hand side.



- **Step 2** - On the list of installed apps please find *GDPR & CCPA Toolkit* app.
- **Step 3** - To the right of the *GDPR & CCPA Toolkit* app you will see *Delete*. Clicking it will remove the app from your store.



1.5 Support

All of our items comes with free support. Free support is limited to questions regarding the themes features or problems. We provide premium support for code customisation or third-party plugins.

Note: Our support hours: **10:00 AM – 6:00 PM UTC +1 on Monday to Friday.**

1.5.1 Standard Support

For issues and concerns, you can reach us through these support methods:

- **E-mail** – support@createit.com
- **Help Desk** – Click [here](#) to go to our support website. Just click on the *Submit Ticket* button and follow instructions to create a ticket.
- **Forum** – Comment/Post on the product you have issues/queries in [ThemeForest](#) or [CodeCanyon](#) websites.

Before You Post in a Forum

We urge you to follow the steps below, before you post a new topic on the forum, to speed up your request. It's in everyone's interest and will benefit in making the entire forum more efficient:

- **Step 1** – Always check the Documentation and the Knowledgebase Section. Most questions are already answered in those areas.
- **Step 2** – If your question hasn't been brought up on the forum, please post a new topic. Always be as specific as possible. Creating a topic requires entering the live URL to your home page or page that shows the issue in question. It also has bars for WP and FTP login info, which aren't required, however, providing us with your login information can save a lot of time for both of us. Login credentials are securely stored and accessible only by our support staff.
- **Step 3** – We usually answer questions in 24 hours on working days. However, if you don't get any answer within 72 hours bump up your question or send us an e-mail.

For *all support methods*, you will receive confirmations and replies on your queries through e-mail or by tracking your ticket which you will also get through e-mail. To track your ticket, please [click here](#).

Once we reply to your query, *each ticket will be open for 7 days* without a reply from you. On the 6th day without a reply, an e-mail will be sent to notify you of the ticket's inactivity. To make the ticket active again, you simply need to reply or follow the steps in the e-mail. If you won't make the ticket active within 7 days, on the 8th day the ticket will automatically be closed.

1.5.2 Premium Support

We can create your website from scratch, redesign it or just extend the current ones. For more information, please take a look at [our website](#). Typical issues covered by Premium Support:

- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications

- Graphic adjustments, etc.
- WordPress general howto's
- Shopify general howto's

How to

2.1 Use and Features

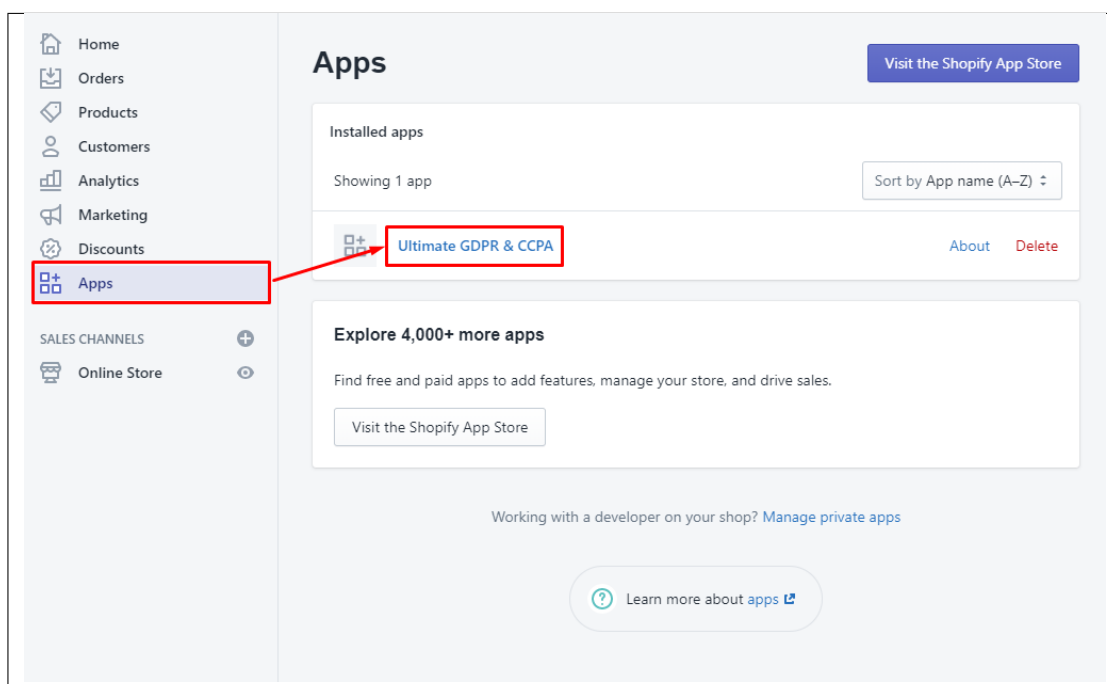
Note: Before using this plugin, please read the explanation for the use of this plugin in:

- [European Commission – Data Protection](#)
- [Original Consilium Europa Regulation document](#)
- [GDPR INFO](#)

GDPR standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). From 25 May 2018 every website collecting data from EU citizens must need the GDPR requirements.

Use and its Features are as follows:

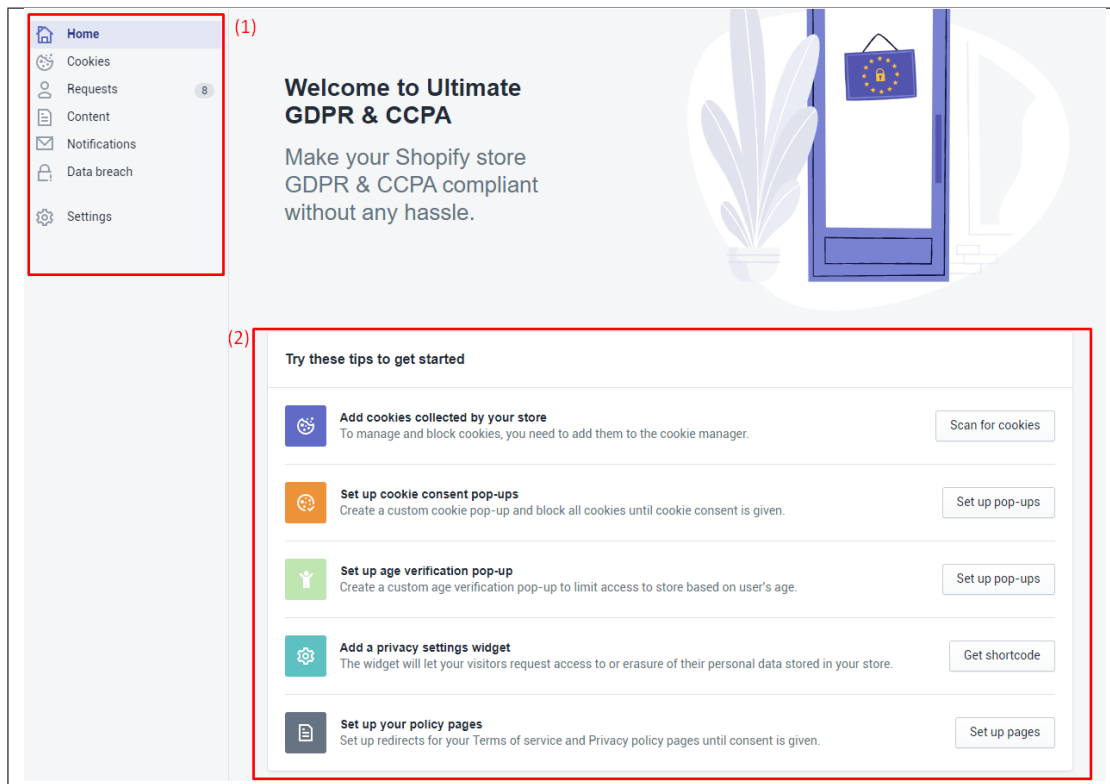
In your Shopify admin panel, navigate to **Apps > Ultimate GDPR & CCPA** and click on the app name:



You will find there a sidebar menu visible on the left hand of the page (1). From there admin can accessed all of the GDPR & CCPA Toolkit's options and functionalities.

2.1.1 Home

In this section all the detected cookies are saved.



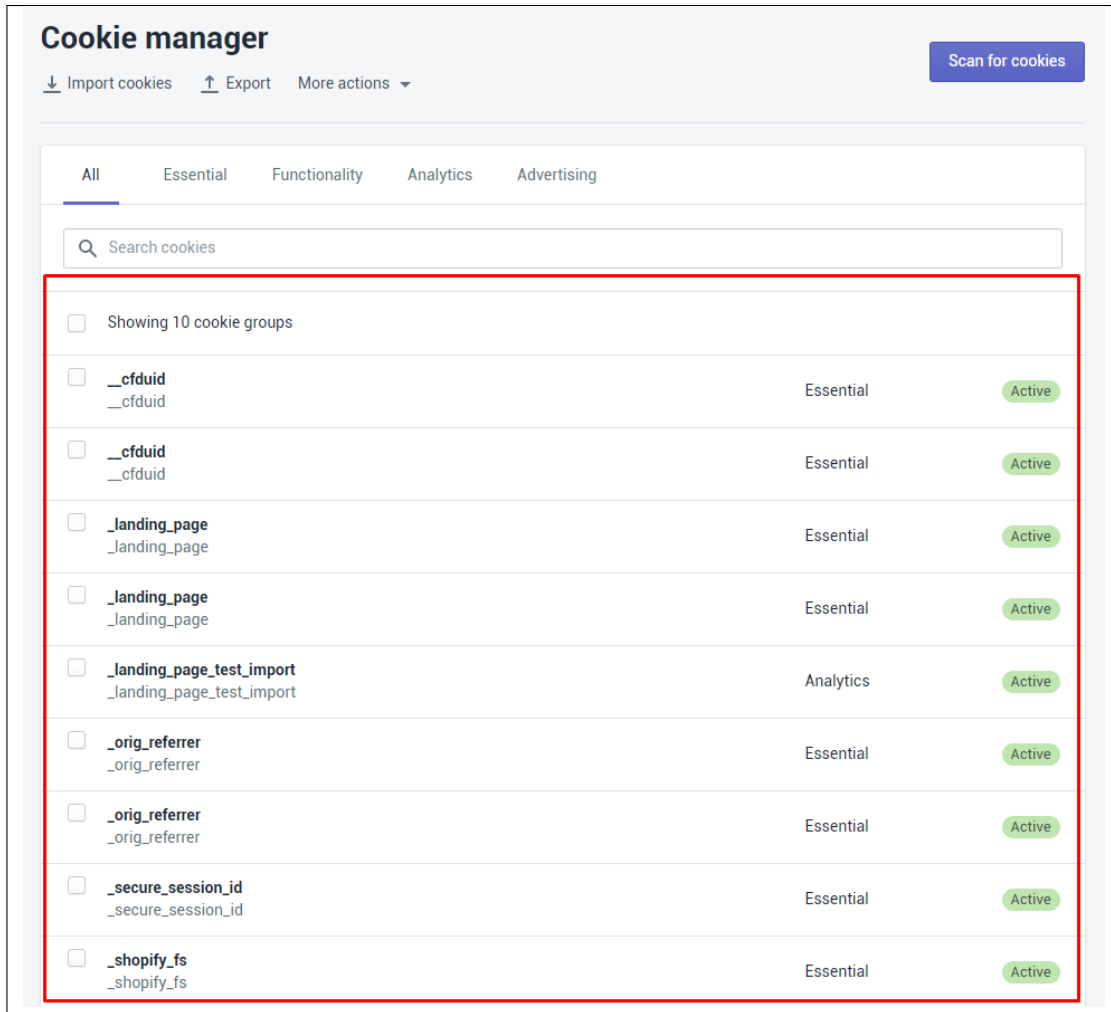
2.1.2 Cookies

Cookies section contain options that will:

- find all the cookies used in the store (*Scan for cookies*),
- gather them in a groups (*Cookie manager*)
- create a cookie popup (*Cookie consent*) which will let the visitors of the website to decide which cookies they will allow.

Cookie manager

In this section all the detected cookies are saved. This section also allows to add new cookies manually and Import/export content for this section.



It also contains:

- **Import cookies** - Allows to add cookies exported from a different store
- **Export** - Exporting cookies will can be use in app installed on a different store
- **More actions** - In this drop-down menu we provide options like:
 - **Add cookies manually** - This option allow to add cookies manually
 - **Cookie scanner settings** - In this section can be set:
 - * *Default level of ne cookies* - this is the level which the found cookies will be assign to by default
 - * *Scan for cookies automatically* - here is set how often the scanner will scan the store, searching for new cookies

Note: Cookie scanner settings feature is available only if the **Pro plan** is choose. More information about the available billing plans can be found in the [Billings plans](#) section.

- **Scan for cookies** - This option will allow to Scan the store for the cookies

Example of a cookie item

You can change the cookies's details here. You can also make a customized cookie to be blocked from your site.

The screenshot shows the 'Cookie manager' interface for a cookie named '_shopify_y', which is currently 'Active'. At the top, there is a link to 'Deactivate group'. The interface is divided into three main sections: 'Basic information', 'Scripts that create cookies', and 'Cookies to block'. The 'Basic information' section includes fields for 'Title' (set to '_shopify_y') and 'Purpose'. The 'Scripts that create cookies' section has a field for 'Keywords to find scripts'. The 'Cookies to block' section has a field for 'Cookie names' with a tag for '_shopify_y'. On the right, the 'Properties' section includes a 'Level' dropdown (set to 'Essential'), 'Domain' radio buttons (set to 'First-party'), 'Type' radio buttons (set to 'Persistent'), an 'Expires' date field (set to '2021-08-25 13:11:30'), and a checked checkbox for 'Can be blocked'.

Basic information:

- **Title** - Used only for admin user to navigate through services.
- **Purpose** - Purpose of the cookie.

Scripts that create cookies:

- **Keywords to find scripts** - Comma separated names of java-script scripts which are to be blocked, to prevent creation of unwanted cookies.

Note: Plugin searches html content of <script>, <noscript> and <iframe> tags. If plugin finds any of “script names” it removes entire content of given tag.

Cookies to block:

- **Cookie names** - Comma separated names of cookies which are to be blocked. It's important use actual name of cookie, not name of service.

Properties:

- **Level** - Assign cookie to a level on which it will be allowed on site.

- **Domain** - select the domain to which the cookie belongs
- **Type** - Pick the group the cookies belong.
- **Can be blocked** - Option to activate or deactivate. Only services which are active, are being blocked.

Note: Only services which are active, are being blocked. Unchecking this checkbox makes the plugin ignore this service.

What Cookies are used on your website?

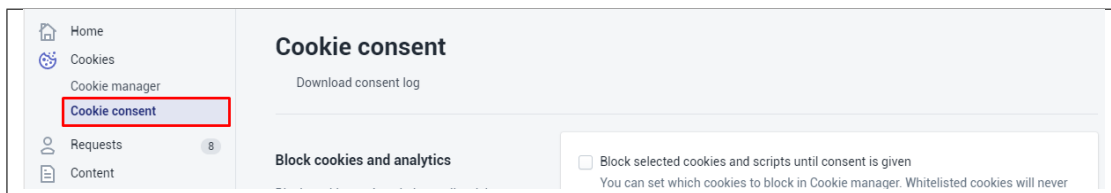
You can render the table with all cookies collected by your website with simple shortcode: `{{ultimate_gdpr_cookie_list}}`

Active cookies will be displayed in a table, like the following:

Cookie names	Type of cookie	First or Third party	Can be blocked	Session or Persistent	Expiry Time	Purpose
__cfduid	Essential	First Party	No	Persistent	2020-09-04 13:11:28	Strictly Necessary
_landing_page	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_landing_page_test_import	Analytics	First Party	No	Persistent	2019-09-19 13:11:29	
_orig_referrer	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_secure_session_id	Essential	First Party	No	Persistent	2020-07-28 11:45:52	

Note: Your website should be publicly accessible to correctly detect all cookies that are used on it

Cookie consent



- **Download consent log** - option which allow to download the consent log data stored on website.

Block cookies and analytics

Option from this section allow to block cookies and analytics until a visitor gives consent to store cookies.

- **Block selected cookies and scripts until consent is given** - Cookies with *Can be blocked* option checked will be blocked until visitor will not give the consent
- **Block analytics until consent is given** - Google Analytics, Facebook Pixel, Shopify Analytics, HotJar and Extreme DM tracking will be blocked
- **Enable Google Analytics anonymized IP tracking** - This will work only when analytics is allowed

Cookie whitelist

Add cookies that will never be blocked. Make sure you have added *ct-ultimate-gdpr-cookie* and *ct-ultimate-gdpr-cookie-level* to store cookie consent preferences. Otherwise the app might not work correctly on the store site.

Consent logging

Here admin can decide what will happen if visitor didn't accepted privacy policy.

- **Log their IP address** - IP address will be logged
- **Log their user agent** - The User-Agent request header contains a characteristic string that allows the network protocol peers to identify the application type, operating system, software vendor or software version of the requesting user

Cookie consent pop-up

Cookie consent pop-up

Select who will see the pop-up, where it will be displayed and when it will appear again after consent is given.

Customize

Visitors to be asked for consent

☐ Show pop-up to and block cookies for visitors from the EU only
☒ Show pop-up to and block cookies for all visitors
☐ Don't show pop-up to anyone (blocking cookies is still possible as per other settings)

Pages to display pop-up

☐ All pages
☒ Selected pages only

<input type="checkbox"/> Home	<input type="checkbox"/> Privacy policy [Ultimate GDPR]	<input type="checkbox"/> Terms of Use [Ultimate GDPR & CCPA]
<input type="checkbox"/> Cookie List - Group Test Page	<input type="checkbox"/> Request data [Ultimate GDPR & CCPA]	<input type="checkbox"/> Terms of Use [Ultimate GDPR]
<input type="checkbox"/> Privacy policy [Ultimate GDPR & CCPA]	<input type="checkbox"/> Request data [Ultimate GDPR]	<input type="checkbox"/> Test page
		<input type="checkbox"/> Test page 2

Default cookie consent level

Essential

The level which will be set after visitor clicks the "Accept" button in the pop-up.

☐ Reload page after consent is given

Consent expiration time

1 days

The time until visitors are asked for consent again.

Select who will see the pop-up, where it will be displayed and when it will appear again after consent is given.

- **Customize** (button) - allow to customize the way how the consent popup will look on the site
- **Visitors to be asked for consent** - from the list admin can choose what type of visitors will see the consent pop-up
 - **Show pop-up to and block cookies for visitors from the EU only** - this option mean that only visitors from EU will see the pop-up an the cookies will be blocked. For other users this functionality won't be active.
 - **Show pop-up to and block cookies for all visitors** - this will allow to show the pop-up and block the cookies for all visitors no matter from where they are
 - **Don't show pop-up to anyone (blocking cookies is still possible as per other settings)** - option won't be active.
- **Pages to display pop-up** - here admin can set on which pages the mentioned above pop-up will be visible
 - **All pages** - visible on all pages created.
 - **Selected page only** - admin will get here an option on which pages the pop-up will be seen.
- **Default cookie consent level** - The level which will be set after visitor clicks the "Accept" button in the pop-up.
- **Reload page after consent is given** - After accepting consent or changing the level (and saving it) the page will auto reload. If this option won't be choose, the saved changes won't be added on page until visitor won't reload the page manually.
- **Consent expiration time** - The time until visitors are asked for consent again.

Cookie settings pop-up

The screenshot shows a configuration window for the 'Cookie settings pop-up'. On the left, there is a description: 'In this pop-up visitors can select a level of their cookie consent. Enable the pop-up and display a floating button to open it any time.' Below this is a 'Customize' button. On the right, there are three checkboxes with their respective descriptions:

- ☐ Enable cookie settings pop-up
A "Change settings" button will be added to the cookie consent pop-up.
- ☐ Display floating button
A button to open the cookie settings pop-up will appear in the corner of the screen. Available only when the pop-up is enabled.
- ☐ Reload page after settings are saved

- **Customize** (button) - allow to customize the way how the consent popup will look on the site
- **Enable cookie settings pop-up** - checking this option will provide a 3rd button to the consent pop-up
- **Display floating button** - checking this option will add a floating button that will be added after accepting the cookie consent via Cookie consent pop-up
- **Reload page after settings are saved** - After changing the level (and saving it) the page will auto reload. If this option won't be choose, the saved changes won't be added on page until visitor won't reload the page manually.

2.1.3 Requests

This section contain all the request send by the visitors using the GDPR & CCPA Toolkit forms.

The screenshot shows the 'Requests' management interface. At the top, there is a 'Settings' link with a gear icon. Below it is a horizontal tab bar with the following options: 'All', 'Data access', 'Data erasure', 'Data rectification', 'Disable account', and a three-dot menu. The 'Data access' tab is currently selected. The main content area is empty and displays a large magnifying glass icon with the text 'Could not find any requests' below it.

In the **Settings** we provide an option:

- **Data access** - this option based on the fact if it is checked or not will remove empty records from the data file sent to user

In the section below *settings* option the app store all the messages received from the GDPR & CCPA Toolkit forms. The table contains of messages from:

- **All** -

- **Data access -**
- **Data erasure -**
- **Data rectification -**
- **Disable accounts -**

Example of the request message

(example of the table) (Example of the inside of a message)

Request form

2.1.4 Content

Terms of service

Here can be set a page as the Terms of service page, set conditions, and set the page where to redirect.

Terms of service

Page

Select the Terms of service page so users can be redirected there to give consent.

It is recommended to use a normal type page instead of a policy page as the latter does not support customization. If you select a policy type page, then redirects and consent button will not work, but the automatic linking will.

Terms of service page

☒ Existing page

None

☐ Custom URL

Current terms version

1.0

If you change the version, visitors will have to give their consent again.

Force redirect

Enable automatic redirecting users to the policy page until they accept it.

Use redirects only with normal type pages. The policy pages do not include theme scripts and it would be impossible for users to give consent there.

☐ Automatically redirect users to policy page

User agents (e.g. bots) to not be redirected

Enter comma-separated values. Press enter to add.

bot × crawl × slurp × spider × mediapartners ×

Consent

Place `{{ultimate_gdpr_terms_accept}}` shortcode on your existing Terms of service page to add an accept button.

Accept button style

Theme default

Users required to accept terms of service

☐ Administrators and staff

☐ Logged in users

☒ Guest users

- **Page**
 - **Terms of service page** - here can be choose where the *Terms of service* page is located.

- **Current terms version** - if you change the version, visitors will have to give their consent again.
- **Force redirect**
 - **Automatically redirect users to policy page** - Enable automatic redirecting users to the policy page until they accept it.
 - **User agents (e.g. bots) to not be redirected** - Add agents which won't be redirected to the *Term of service* page
- **Consent**
 - **Accept button style** - choose one of the available styles for the {{ultimate_gdpr_terms_accept}} button.
 - **Users required to accept terms of service** - choose user's type which will need to accept terms of service
 - **Page to redirect to after terms are accepted** - set the page to which user will be redirected after accepting terms of service
 - **Consent expiration time** - The time (in days) until visitors are asked for consent again.
- **Additional options**
 - **Text to be converted to link** - Convert any text within your store to a link to the Terms of service page.

Note: If *Terms of service* page will not be using accept button {{ultimate_gdpr_terms_accept}}, *force redirect* will never be lifted.

Privacy policy

Here can be set a page as the Privacy Policy page, set conditions, and set the page where to redirect.

Privacy policy

Page

Select the Privacy policy page so users can be redirected there to give consent.

It is recommended to use a normal type page instead of a policy page as the latter does not support customization. If you select a policy type page, then redirects and consent button will not work, but the automatic linking will.

[Learn more about adding store policies.](#)

Privacy policy page

☒ Existing page

None

☐ Custom URL

Current policy version

1.0

If you change the version, visitors will have to give their consent again.

Force redirect

Enable automatic redirecting users to the policy page until they accept it.

Use redirects only with normal type pages. The policy pages do not include theme scripts and it would be impossible for users to give consent there.

☐ Automatically redirect users to policy page

☐ Redirect to policy page first

Make this redirect a priority if multiple redirects are set

User agents (e.g. bots) to not be redirected

Enter comma-separated values. Press enter to add.

bot × crawl × slurp × spider × mediapartners ×

Consent

Place `{{ultimate_gdpr_privacy_accept}}` shortcode on your existing Privacy policy page to add an accept button.

Accept button style

Theme default

Users required to accept privacy policy

- **Page**
 - **Privacy policy page** - here can be choose where the *Privacy policy* page is located.
 - **Current terms version** - if you change the version, visitors will have to give their consent again.
- **Force redirect**
 - **Automatically redirect users to policy page** - Enable automatic redirecting users to the policy page until they accept it.
 - **Redirect to policy page first** - Make this redirect a priority if multiple redirects are set
 - **User agents (e.g. bots) to not be redirected** - Add agents which won't be redirected to the *Term of service* page
- **Consent**
 - **Accept button style** - choose one of the available styles for the `{{ultimate_gdpr_privacy_accept}}` button.
 - **Users required to accept privacy policy** - choose user's type which will need to accept terms of service
 - **Page to redirect to after policy is accepted** - set the page to which user will be redirected after accepting terms of service

- **Consent expiration time** - The time (in days) until visitors are asked for consent again.
- **Additional options**
 - **Text to be converted to link** - Convert any text within your store to a link to the Privacy policy page.

Note: If *Privacy policy* page will not be using accept button `{{ultimate_gdpr_privacy_accept}}`, *force redirect* will never be lifted.

Age verification

Age Verification settings

Age verification popup comes with number of predefined skins, we can also set skin to “Custom” and use custom color and styling.

Customize (button) - After clicking it user will be forwarded to *Customize age verification pop-up* section **Visitors to be asked for consent** - Choose if and when users will see the pop-up

- **Visitors from California only** - Age verification pop-up will be visible only for users from California
- **All visitors** - Age verification pop-up will be visible for all users
- **Don't show pop-up to anyone** - Age verification will be hidden

Pages to display pop-up - Choose for which pages the pop-up will be visible

- All pages
- Selected pages only

Verification expiration time - The time until visitors are asked for verification again. **Age restriction limit** - The age which customer needs to be to proceed **Choose the date selected by default** - Choose the date selected by default that will be show in the pop-up

Customize age verification pop-up

Content:

- **Header** - Set the text for the header of the pop-up
- **Description** - Set the text for the description of the pop-up

Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 **Submit**

Buttons:

- **Text** - Set text for the submit button

Appearance

- **Skin** - Choose one of the pop-up's skin which will fit your website the best (there is 16 skins to chose from)
 - **Custom**

Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 **Submit**

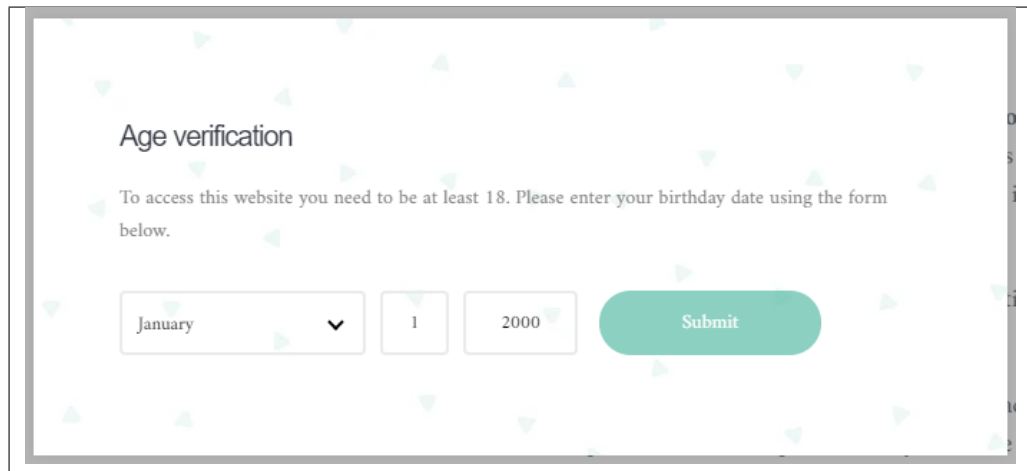
- **Red Velvet**

Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 **Submit**

– Peppermints



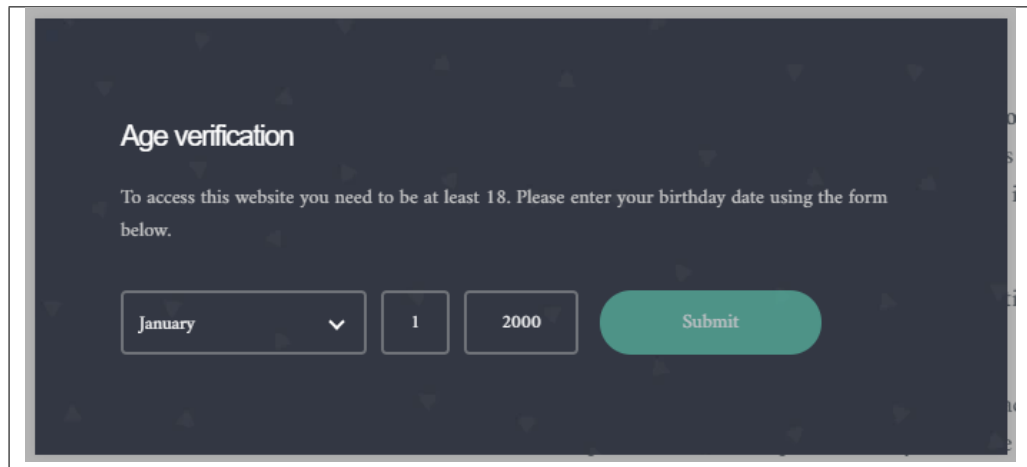
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January 1 2000 Submit

This form has a light green background with small, faint peppermint candies scattered across it. The title 'Age verification' is in a dark grey font. The instructions are in a smaller dark grey font. The form fields for month, day, and year are white with thin grey borders. The 'Submit' button is a solid teal color with white text.

– Mint Chocolate



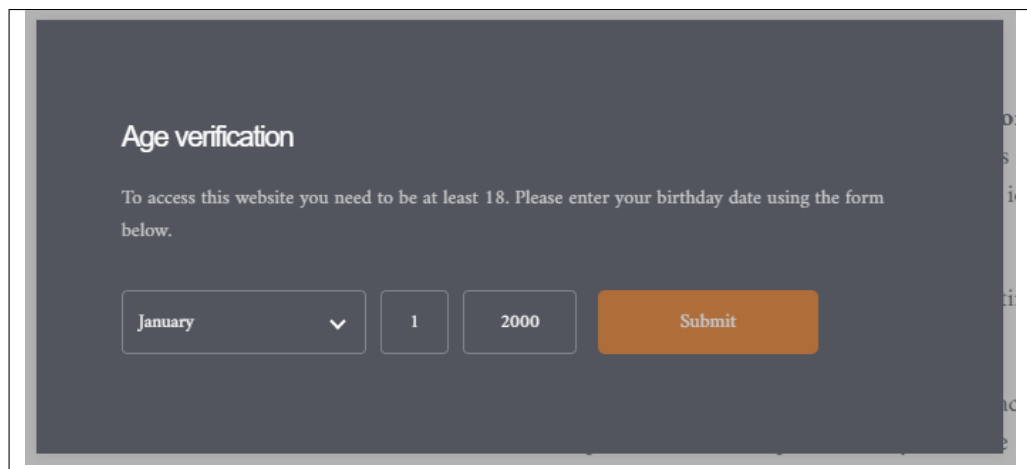
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January 1 2000 Submit

This form has a dark blue background with small, faint mint chocolate chips scattered across it. The title 'Age verification' is in a white font. The instructions are in a smaller white font. The form fields for month, day, and year are white with thin grey borders. The 'Submit' button is a solid teal color with white text.

– Classic createIT



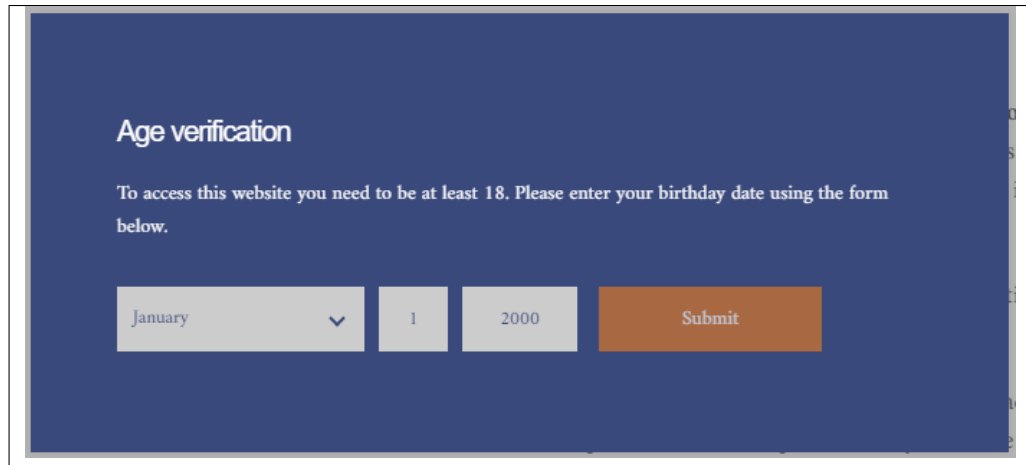
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January 1 2000 Submit

This form has a dark grey background with small, faint classic createIT logos scattered across it. The title 'Age verification' is in a white font. The instructions are in a smaller white font. The form fields for month, day, and year are white with thin grey borders. The 'Submit' button is a solid orange-brown color with white text.

– Blueberry with Orange

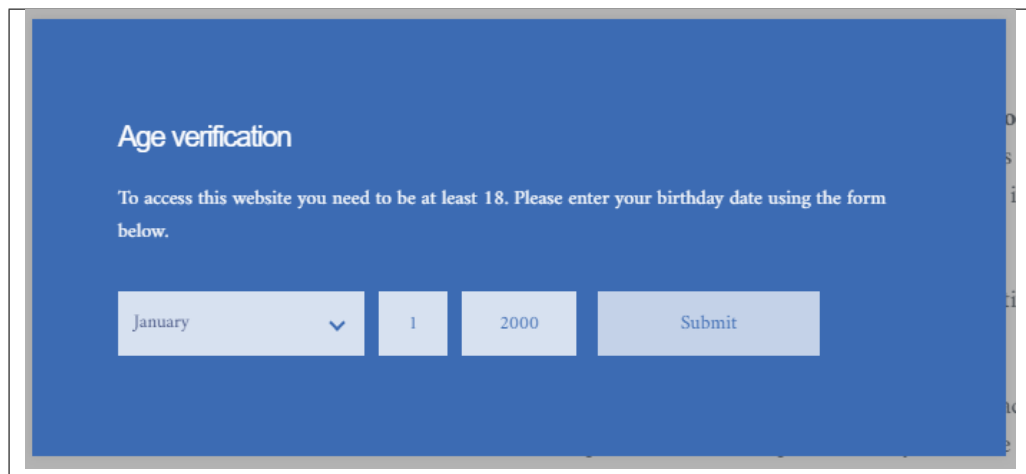


Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

– **Blue Velvet**

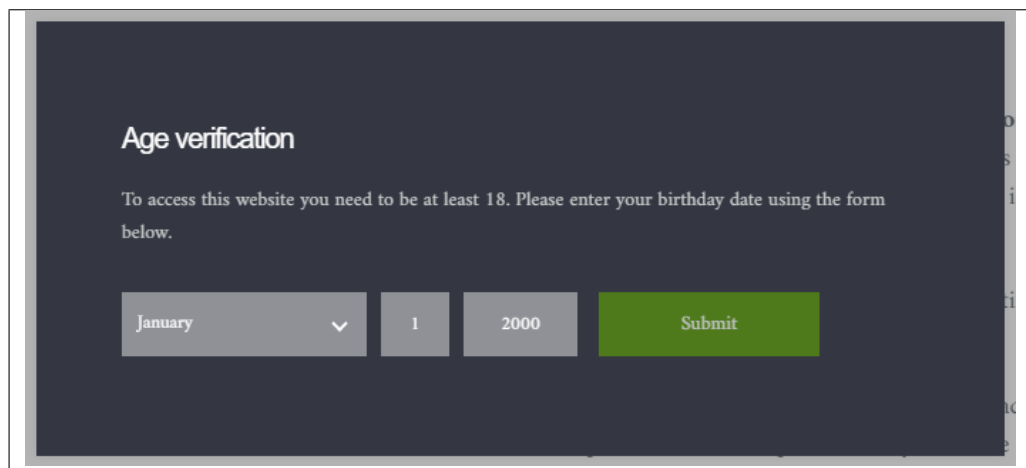


Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

– **Chocolate Matcha**

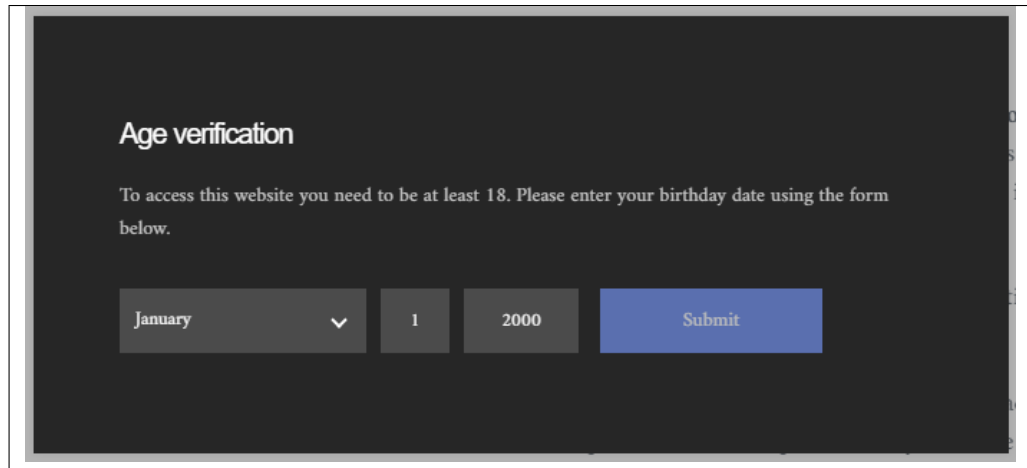


Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

– **Classic Dark**



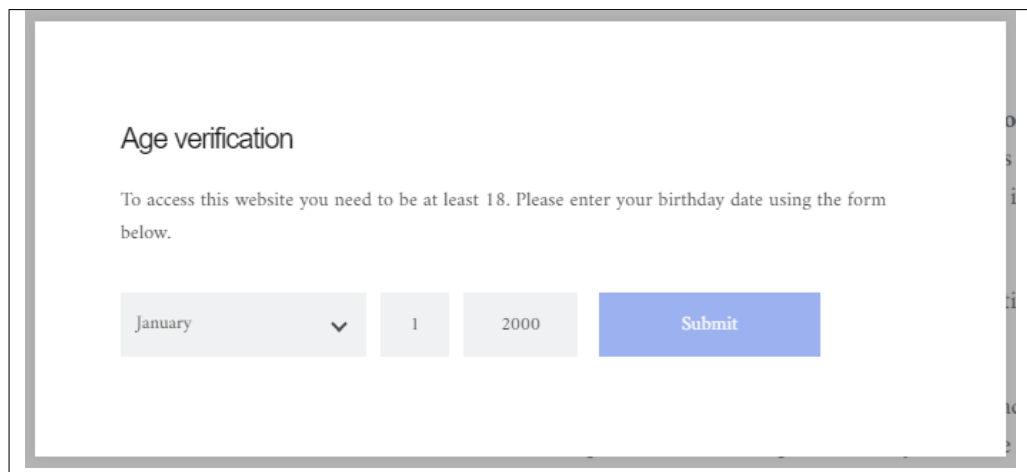
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

This form is displayed on a dark gray background. It features a title 'Age verification' in white, followed by an instruction in white text. Below the instruction is a form with four elements: a dropdown menu showing 'January' with a downward arrow, a text input containing '1', a text input containing '2000', and a blue 'Submit' button.

– **Classic Light**



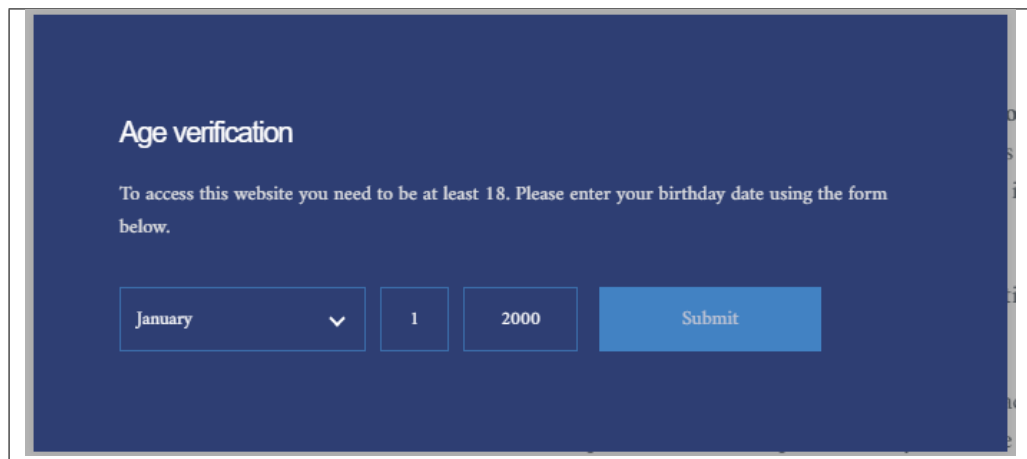
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

This form is displayed on a light gray background. It features a title 'Age verification' in dark gray, followed by an instruction in dark gray text. Below the instruction is a form with four elements: a dropdown menu showing 'January' with a downward arrow, a text input containing '1', a text input containing '2000', and a blue 'Submit' button.

– **Oreo**



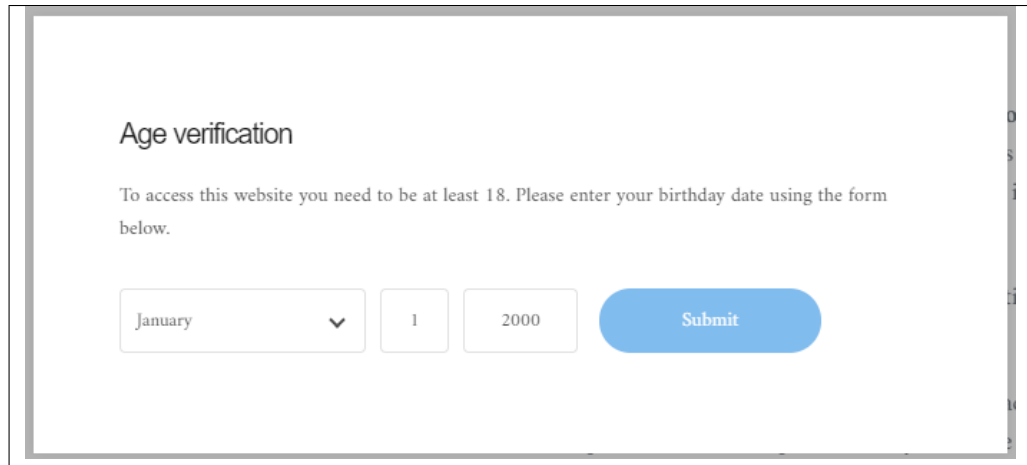
Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000 Submit

This form is displayed on a dark blue background. It features a title 'Age verification' in white, followed by an instruction in white text. Below the instruction is a form with four elements: a dropdown menu showing 'January' with a downward arrow, a text input containing '1', a text input containing '2000', and a blue 'Submit' button.

– **Blue Shortbread**

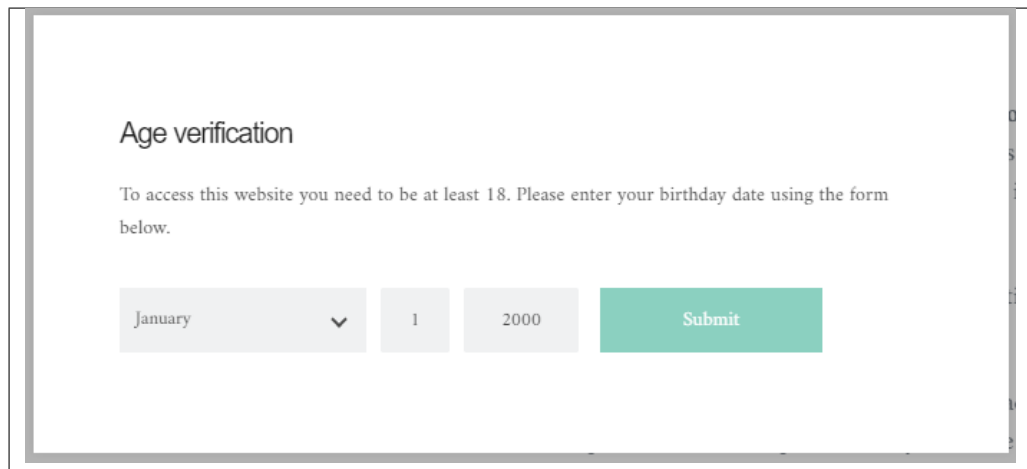


Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000

– **Light Mint**

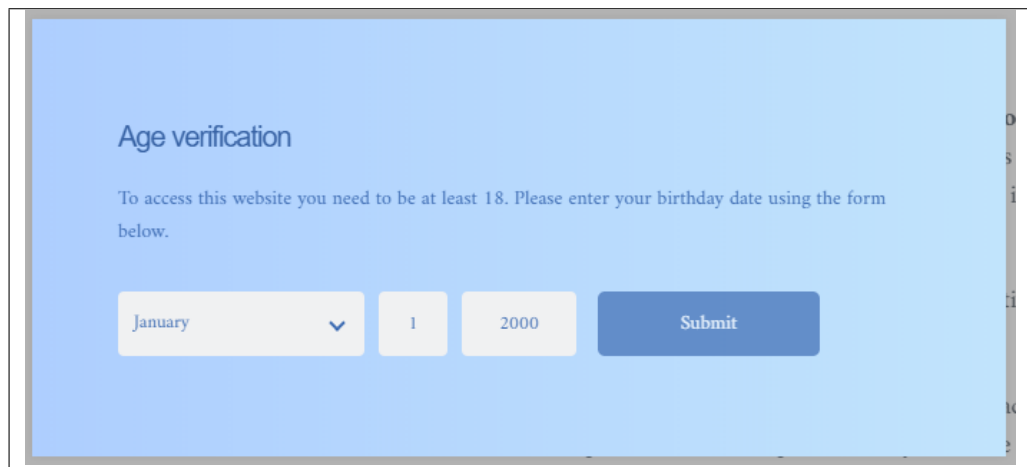


Age verification

To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000

– **Blue Cupcake**

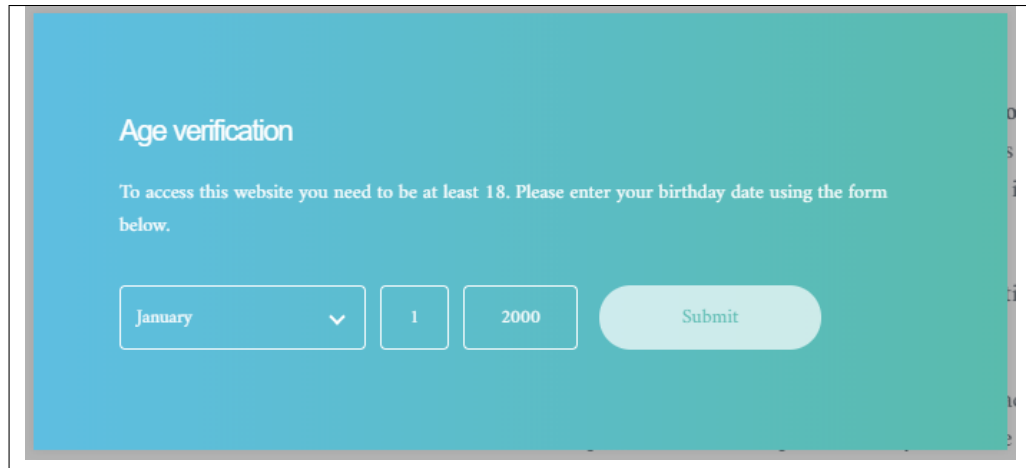


Age verification

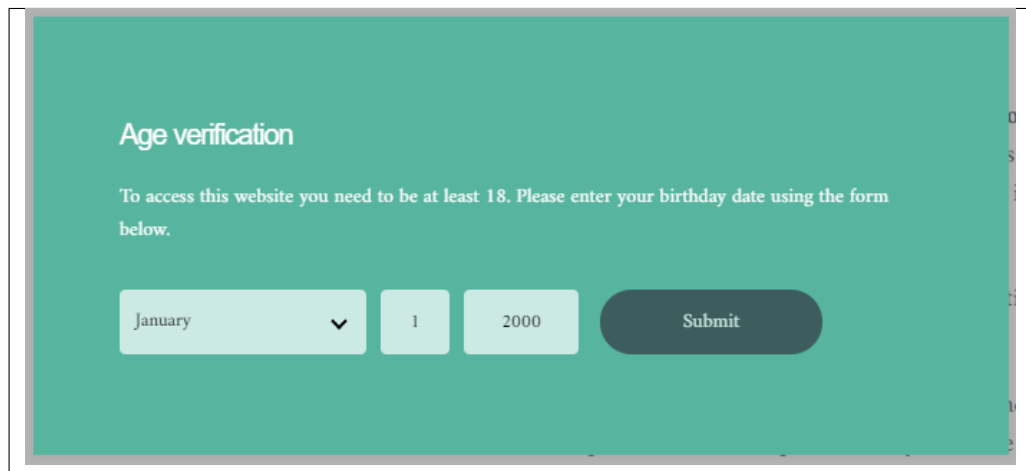
To access this website you need to be at least 18. Please enter your birthday date using the form below.

January ▼ 1 2000

– **Matcha**



– **Thin Mint**



- **Position** - Choose the possible position from 7 options (Top left, Top gull width, Top right, Bottom left, Bottom full width, Bottom right)
- **Distance from edge of page** - Set the distance from the edge in pixels

Note: This option work only for the Skin style: **Custom** which can be set in the *Appearance* of the **Customize age verification pop-up** section

- **Header color** - Choose color of the header of the *pop-up*
- **Text color** - Choose color of the text of the *pop-up*
- **Background color** - Choose background color for the *pop-up*
- **Background image URL** - Add background image which will be used for the *pop-up*
- **Shape** - Choose shape of the *pop-up* from available options (Rectangular, Rounded corner 5px, Rounded corners 25px)
- **Text color** - Choose color of the text for the *submit button*
- **Background color** - Choose background color for the *submit button*
- **Border color** - Choose color of the border for the *submit button*
- **Border width** - Choose width of the border for the *submit button*
- **Shape** - Choose shape of the *submit button* from available options (Pill shape, Rounded corners, Rectangular)

- **Text color** - Choose color of the text in the *date inputs*
 - **Background color** - Choose background color of the *date inputs*
 - **Border color** - Choose color of the border for the *date inputs*
 - **Border width** - Choose width of the border for the *date inputs*
 - **Shape** - Choose shape of the *date inputs* from available options (Pill shape, Rounded corners, Rectangular)
-

Custom CSS - Add custom styling for the Age verification popup

Shortcodes

Settings

After clicking the *Settings* link with a cog icon admin will be forwarded to a settings section which are used for the shortcodes the app is using.

- **Privacy settings widget:**
 - **Widget skin** - choose one of the available skins for the Privacy settings widget (*Default, Simple, Rounded, Tabbed*)
 - **Enable reCAPTCHA** - when choose will protect forms within the widget from spam and abuse
- **Content protection** - this option allow to customize message which will be used for the `{{ultimate_gdpr_protection level=4}}` **Hidden content** `{{/ultimate_gdpr_protection}}` shortcode
- **Privacy center** - provide 3 options to customize the privacy center created via `{{ultimate_gdpr_center}}` shortcode:
 - **Page with 'my account' GDPR form** - to this page user will be forwarded after clicking *Data Access Url, Forget Me URL, Forget Me URL* which are part of the GDPR form
 - **Contact page** - user will be forwarded to this page after clicking *Contact page*
 - **Icon color** - choose the color which will be used for the icons
- **Cookie list** - provide option which will allow to display all cookies separately (if checked)

[< Shortcodes](#)

Shortcodes settings

Privacy settings widget

Select the widget skin, display Unsubscribe tab, and enable reCAPTCHA.

Widget skin

Default

☒ Enable reCAPTCHA

reCAPTCHA will protect forms within the widget from spam and abuse.

Site key

ABCDEFUAAAAJL1Ab0kvF_H2NE6V-4pIMC_rMyM

Secret key

ABCDEFUAAAAEN3MgiwsDUCKyCi7hGrCHeSGJX2

[Learn more about getting the keys.](#)

Content protection

Customize the message that appears in front of the protected content.

Message

This content requires cookies consent

Leave blank for default.

Privacy center

Customize the privacy center shortcode links.

Page with 'my account' GDPR form

Home

Contact page

Cookie List - Group Test Page

Shortcodes

Below the Settings are presented all the available GDPR & CCPA Toolkit's shortcodes which can be used on the store pages.

Shortcodes

⚙ Settings

<code>{{ultimate_gdpr_center}}</code>	Creates a page with quick links to privacy related pages. Define the links to the pages and a color for the icons in the Shortcodes Settings
<code>{{ultimate_gdpr_cookie_list}}</code>	Creates a table with the cookie groups from the cookie manager.
<code>{{ultimate_gdpr_terms_accept}}</code>	Creates a button to accept the Terms of service. Configure options on the Terms of service page.
<code>{{ultimate_gdpr_privacy_accept}}</code>	Creates a button to accept the Privacy policy. Configure options on the Privacy policy page.
<code>{{ultimate_gdpr_cookie_modal}}</code> Change cookie settings <code>{{/ultimate_gdpr_cookie_modal}}</code>	Creates a link to open the cookie settings pop-up. Customize the pop-up.
<code>{{ultimate_gdpr_protection level=4}} Hidden content</code> <code>{{/ultimate_gdpr_protection}}</code>	Hides any content within the shortcode. To see the content, a visitor should have selected the cookie consent level not lower than the level specified in the shortcode. Cookie consent levels: <ol style="list-style-type: none"> 1. Essential 2. Functionality 3. Analytics 4. Advertising

[? Learn more about using shortcodes.](#)

- `{{ultimate_gdpr_terms_accept}}` - will add Terms and Condition button to the page
- `{{ultimate_gdpr_privacy_accept}}` - will add Privacy Policy button to the page
- `{{ultimate_gdpr_cookie_list}}` - will add Privacy Policy button to the page
- `{{ultimate_gdpr_cookie_modal}}` **Change cookie settings** `{{/ultimate_gdpr_cookie_modal}}` - allows you to create a link for the Advance cookie settings. You can add it anywhere on your site.
- `{{ultimate_gdpr_protection level=4}} Hidden content` `{{/ultimate_gdpr_protection}}` - it hide any content in the shortcode unless the cookie group chosen by the user of the site will meet the requirements.
- `{{ultimate_gdpr_center}}` - will create a page that have the Privacy tools in the site.

2.1.5 Notifications

Notifications

Notifications recipient

Set the email where admin request notifications will be sent.

Email address

Visitor notifications

These notifications are automatically sent out to the visitor. Click on the notification template to edit the content.

Request

Email confirmation	Sent automatically to the requester when a request is put in.
Data erasure	Sent to the requester when their email is confirmed. Configure options in response settings .
Data access	Sent to the requester when their email is confirmed. Configure options in response settings .

Here admin can edit content of all notifications which our app will send to the visitors and subscribers

Notifications recipient

- **Email address** - If the email address for the request is different than the one used by the store by default, it can be added here

Visitor notifications

- **Request** - list of notifications templates that will be send automatically to the visitor. Each of the template can be edit after clicking on it.
 - Email confirmation
 - Data erasure
 - Data access
 - Unsubscribe

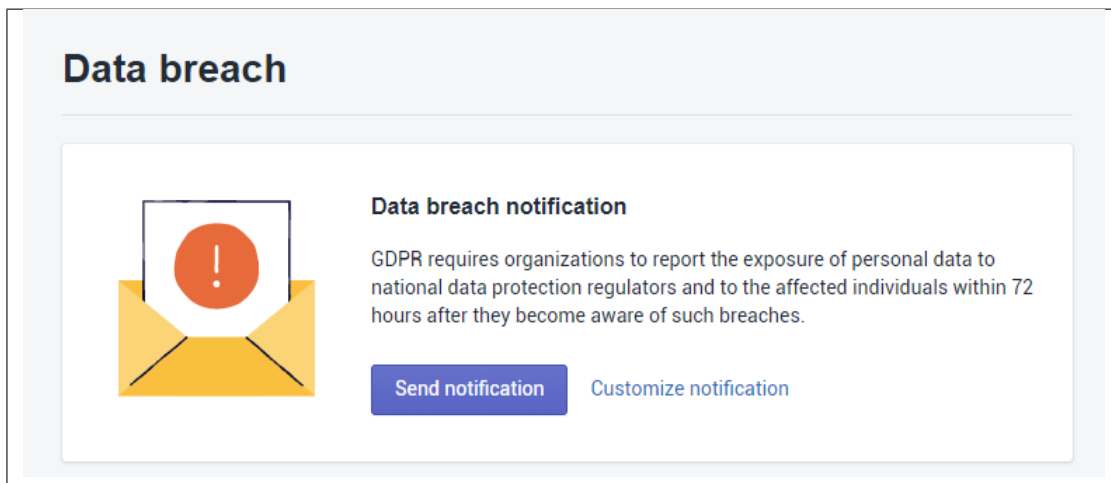
- Disable account
- Do not sell data
- **Data breach** - Sent to all the customers and visitors when a data breach happens.
 - **Data breach** - allow to edit the template which will be received by the visitors.

Request notifications

- **New request** - Sent to request notification subscribers when a visitor puts in a request.

2.1.6 Data Breach

Here admin will find an option to *send a notifications* to all of the user of the store.



This section contain options to:

- **Send notification** - Will automatically send notification to all of the users which personal data might be exposure
- **Customize notification** - Allow admin of the store to modify the content of the message

2.1.7 Settings

Settings

Export settings


Export app settings to backup or to use them in multiple stores.

Your current settings will be downloaded as a JSON file.

Export settings

Import settings

Import app settings from a JSON file. Your settings will be overwritten.



Add file

or drop file to upload

Import settings

Reset settings

Reset app settings to their original defaults.

All your settings will be reverted to default but requests and cookie groups will not be deleted. You will be able to preview changes and save them.

Reset settings

Settings contain 3 options:

- **Export settings** - Option allowing to Export all of the app's settings. This way the same settings can be used on multiple sites.
- **Import settings** - Allow to export GDPR & CCPA Toolkit's settings from a different website
- **Reset settings** - Will reset back all the changed options to default.

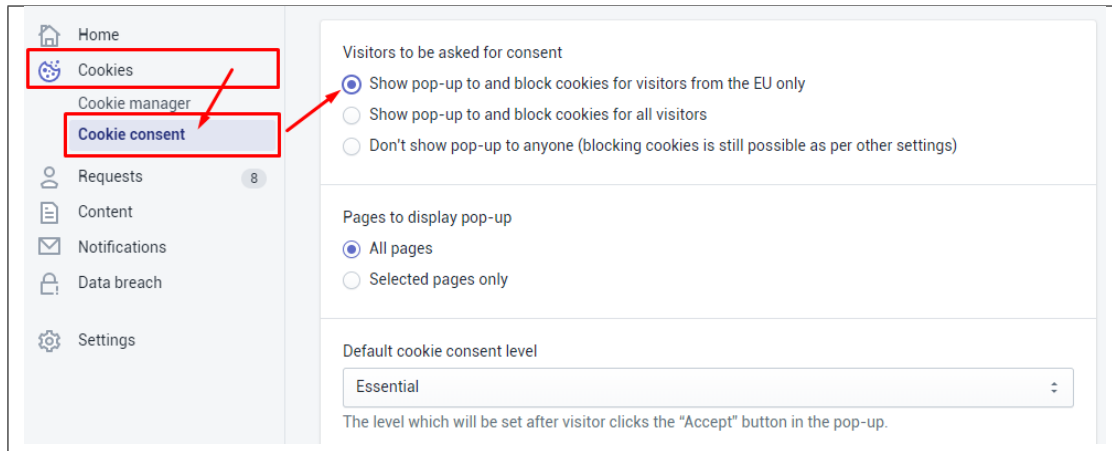
2.2 Add to Page

These are samples on how to add the Ultimate GDPR & CCPA features and shortcodes.

2.2.1 Cookie Consent

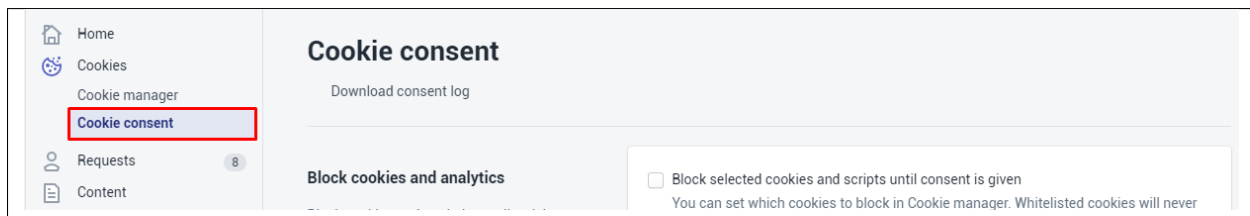
Note: The plugin can check if the user viewing your site is from European Union by going to **Cookies > Cookie consent** and activating/checking **Show pop-up to and block cookies for visitors from the EU only**.

Users that are not from the European Union will not be able to see Ultimate GDPR & CCPA features.



To add a cookie consent on the site, in your dashboard go to **Ultimate GDPR & CCPA > Cookie Consent**.

You will be redirected to the *Cookie consent settings*.



In *Select pages to display cookie notice on*, choose a page on your site that you will like and click the show the cookie notice.

Note: *Display cookie notice on all pages* if activated, will let you show the cookie notice in all pages until it is accepted.

Add the needed information and details. For more details on **Cookie consent settings**, click [here](#).

Note: Admin can download *consent logs* for admin to know what consent the user gave for Cookie Consent. You can find the download button at the bottom of **Ultimate GDPR & CCPA > Cookie Consent**.

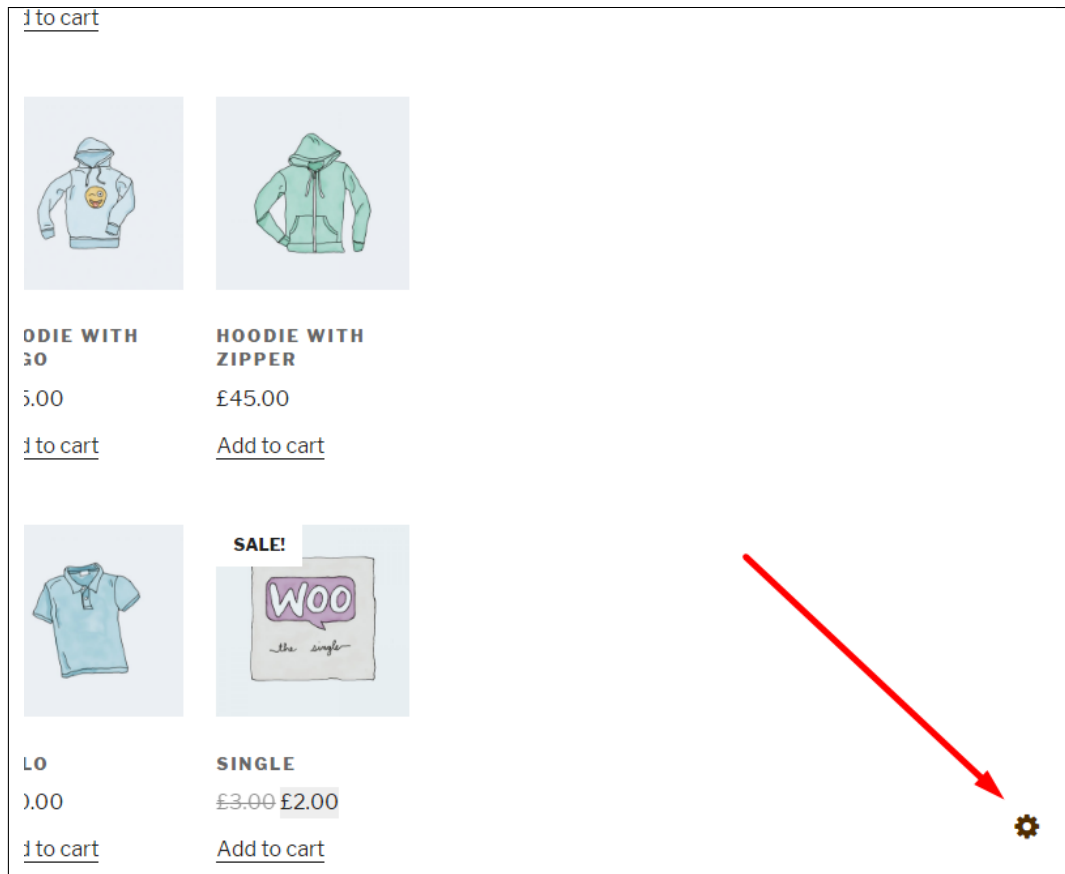
Other Functions

- **Set the Default Cookie Group**

When the **Change Settings** button is clicked, it will show the Advance cookie setting and the Default Cookie Group selected.

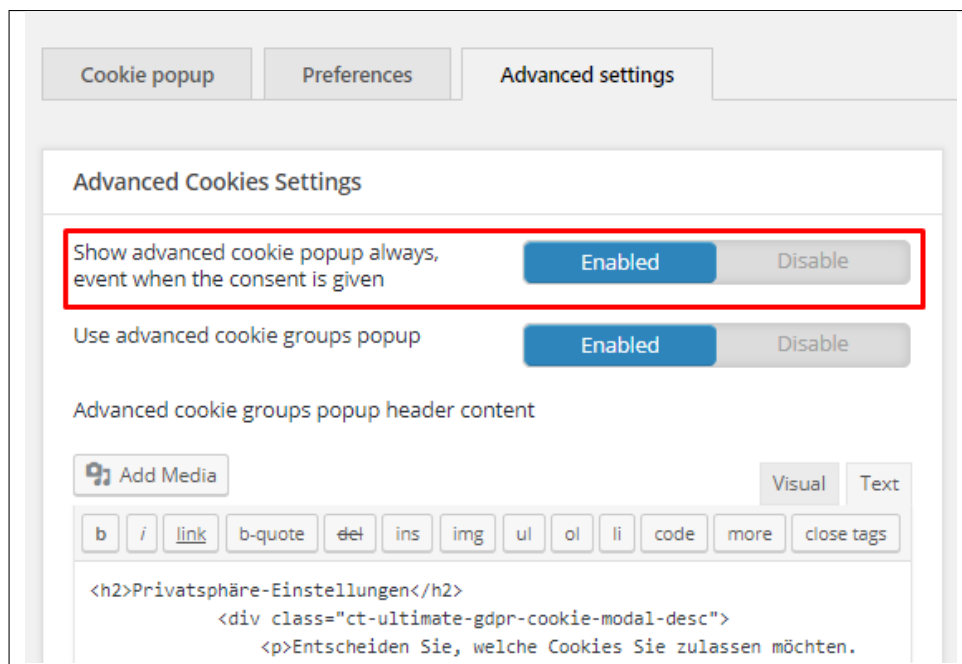
You can change the default cookie group in *Ultimate GDPR & CCPA > Cookie Consent > Cookie consent settings > Select default privacy group*

- **Show Privacy Settings Trigger**



This Trigger will show the **Advance cookie Settings** even if it is already set. Users of the site can change the Advance cookie setting anytime they want by just clicking on the icon.

You can show this trigger when the **Show advanced cookie popup always, even when the consent is given** under *Ultimate GDPR & CCPA > Cookie Consent > Advance settings tab* is activated.

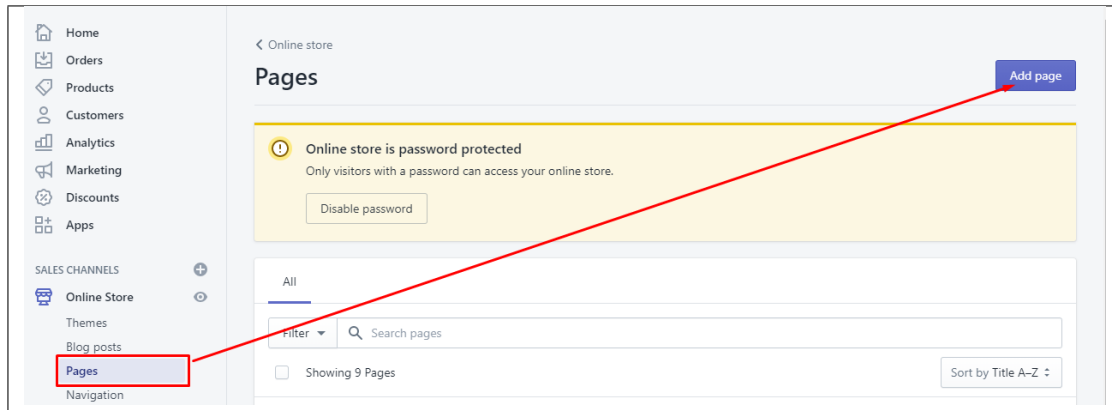


2.2.2 Terms of service

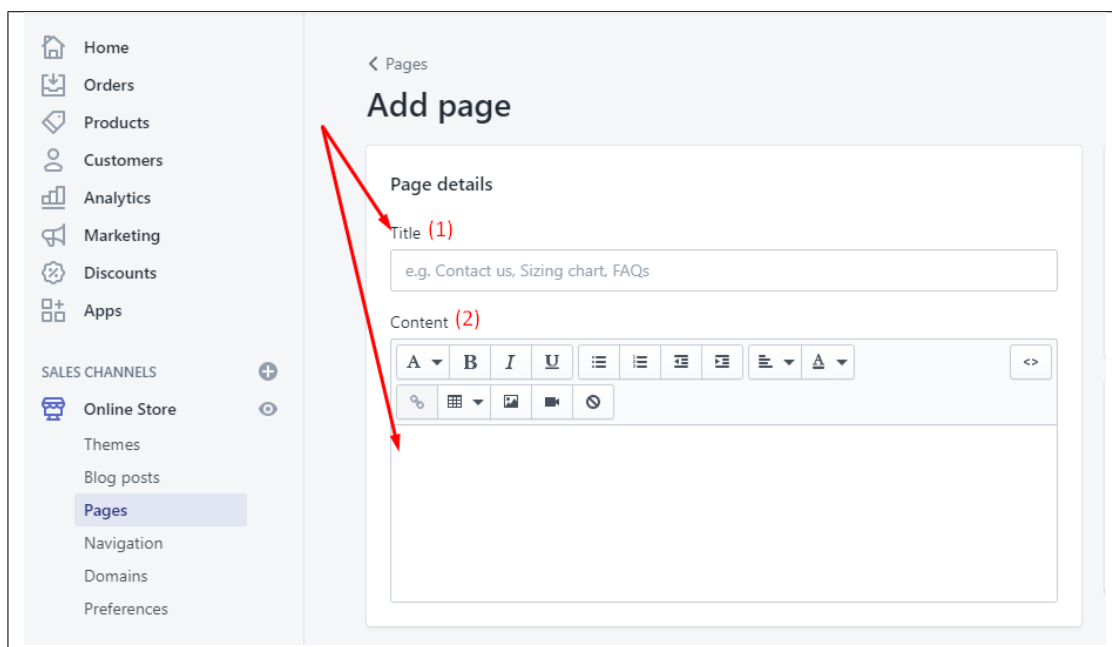
To add Terms of service on the store, create a page where all the terms of service are written. To achieve it please follow steps below:

Step 1. Log into Shopify account. Go to the side menu of the Shopify dashboard and choose *Online Store*.

Step 2. On the **Pages** page, select **Add page**.

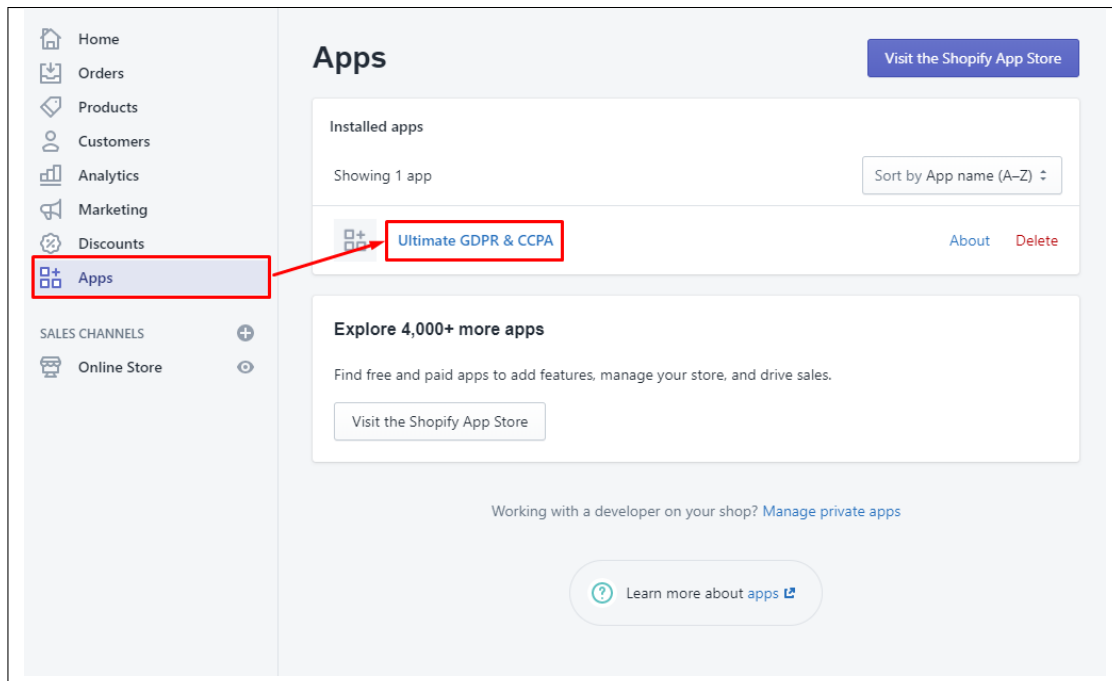


Step 3. On the *Add page* page, enter “Terms of service” in the **Title (1)** field, then paste your Terms of service into the **Content (2)** field.



Step 4. To add the button to accept the terms of service, add the shortcode: `{{ultimate_gdpr_terms_accept}}` and click **Save**.

Step 5. Once your Terms of service page is added to your Shopify dashboard, please navigate to **Ultimate GDPR & CCPA Toolkit** by **Apps > Ultimate GDPR & CCPA** and click on the app name. This way you will be redirected to it's settings.



Step 6. From there go to **Content > Terms of service**. Here can be set a page as the Terms of service page, conditions, and the page where to redirect after consent is given.

Terms of service

Page

Select the Terms of service page so users can be redirected there to give consent.

It is recommended to use a normal type page instead of a policy page as the latter does not support customization. If you select a policy type page, then redirects and consent button will not work, but the automatic linking will.

Terms of service page

☒ Existing page

None

☐ Custom URL

Current terms version

1.0

If you change the version, visitors will have to give their consent again.

Force redirect

Enable automatic redirecting users to the policy page until they accept it.

Use redirects only with normal type pages. The policy pages do not include theme scripts and it would be impossible for users to give consent there.

☐ Automatically redirect users to policy page

User agents (e.g. bots) to not be redirected

Enter comma-separated values. Press enter to add.

bot × crawl × slurp × spider × mediapartners ×

Consent

Place `{{ultimate_gdpr_terms_accept}}` shortcode on your existing Terms of service page to add an accept button.

Accept button style

Theme default

Users required to accept terms of service

☐ Administrators and staff

☐ Logged in users

☒ Guest users

Step 7. In **Page** section choose previously created page in the **Existing page**

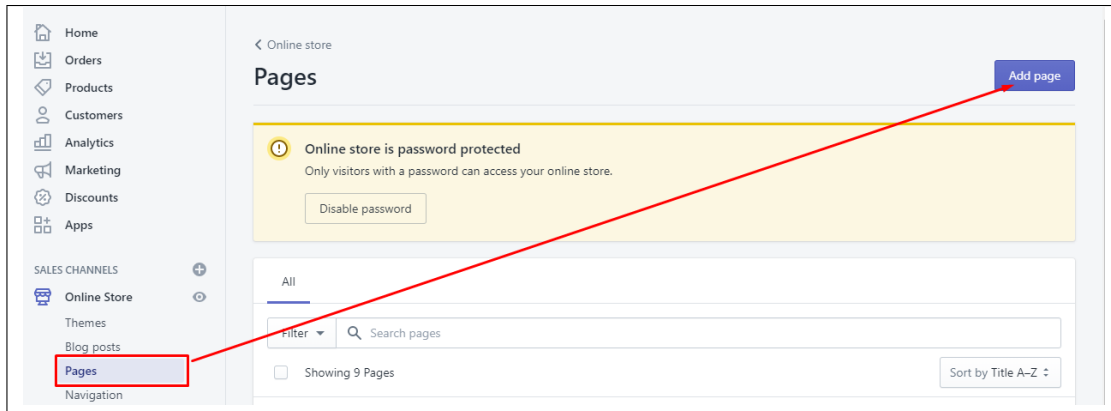
Add the needed information and details. For more details on **Terms of service**, click [here](#).

2.2.3 Privacy Policy

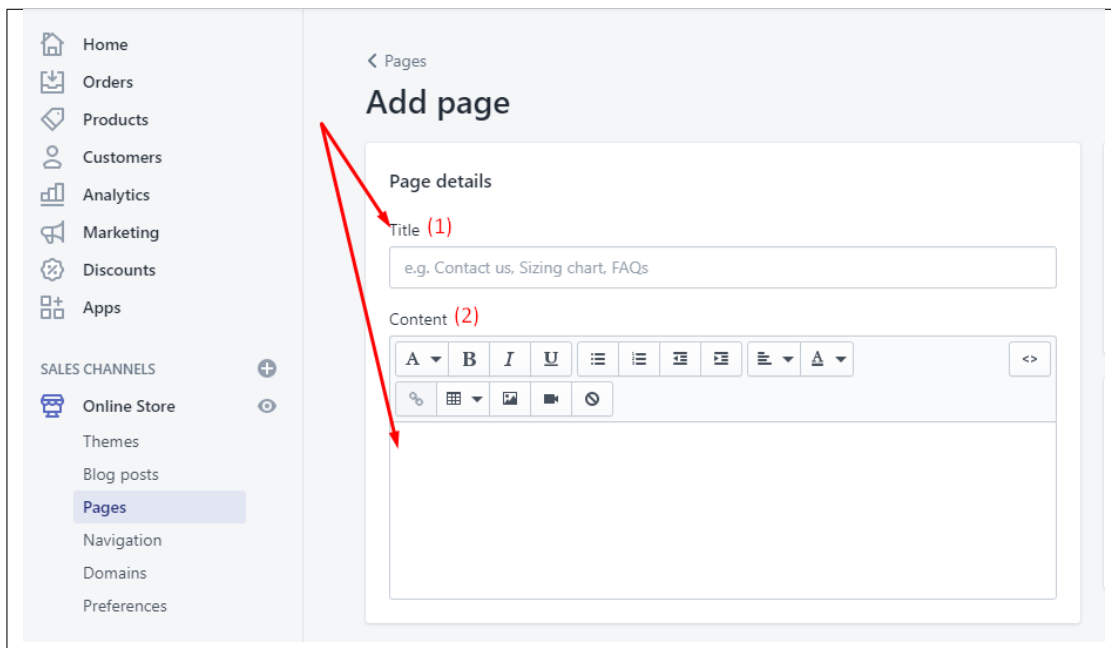
To add Privacy Policy on the store, create a page where all the privacy policy are written. To achieve it please follow steps below:

Step 1. Log into Shopify account. On the side menu of the Shopify dashboard and choose **Online Store**. Click it.

Step 2. On the **Pages** page, select **Add page**.

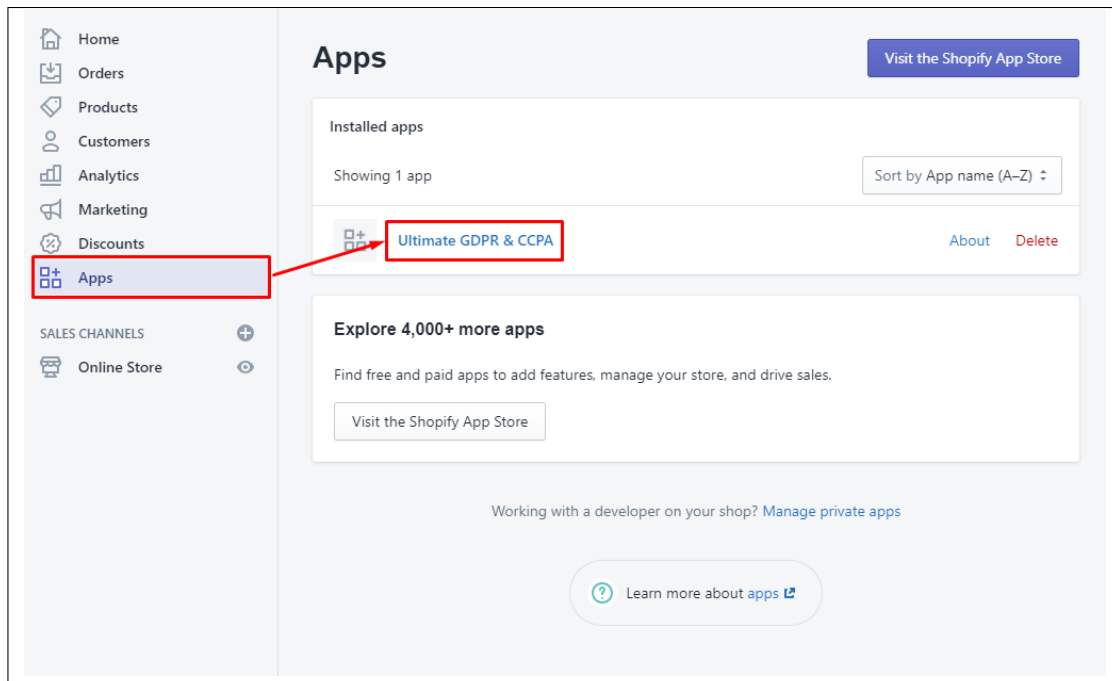


Step 3. On the **Add page** page, enter “Privacy Policy” in the **Title (1)** field, then paste your Privacy Policy into the **Content (2)** field.



Step 4. To add the button to accept the privacy policy, add the shortcode: `{{ultimate_gdpr_privacy_accept}}` and click **Save**.

Step 5. Once your Privacy Policy page is added to your Shopify dashboard, please navigate to **Ultimate GDPR & CCPA Toolkit** by **Apps > Ultimate GDPR & CCPA** and click on the app name. This way you will be redirected to it's settings.



Step 6. From there go to **Content > Privacy policy**. Here can be set a page as the Privacy Policy page, conditions, and the page where to redirect after consent is given.

Privacy policy

Page

Select the Privacy policy page so users can be redirected there to give consent.

It is recommended to use a normal type page instead of a policy page as the latter does not support customization. If you select a policy type page, then redirects and consent button will not work, but the automatic linking will.

Learn more about [adding store policies](#).

Privacy policy page

☒ Existing page

None

☐ Custom URL

Current policy version

1.0

If you change the version, visitors will have to give their consent again.

Force redirect

Enable automatic redirecting users to the policy page until they accept it.

Use redirects only with normal type pages. The policy pages do not include theme scripts and it would be impossible for users to give consent there.

☐ Automatically redirect users to policy page

☐ Redirect to policy page first

Make this redirect a priority if multiple redirects are set

User agents (e.g. bots) to not be redirected

Enter comma-separated values. Press enter to add.

bot × crawl × slurp × spider × mediapartners ×

Consent

Place {{ultimate_gdpr_privacy_accept}} shortcode on your existing Privacy policy page to add an accept button.

Accept button style

Theme default

Users required to accept privacy policy

Step 7. In *Page section* choose previously created page in the **Existing page**

Add the needed information and details. For more details on **Privacy Policy**, click [here](#).

2.2.4 Data erasure

When activating the **Ultimate GDPR & CCPA Toolkit** our App will provide a ready to use **Request data [Ultimate GDPR & CCPA]** page. The page can be access by going to Shopify dashboard and from there navigating to **Online Store > Pages**. This page contain not only **Data erasure** form but also:

- Data access
- Data rectification
- Restrict processing

Request data [Ultimate GDPR & CCPA]

[Data access](#) [Data erasure](#) [Data rectification](#) [Restrict processing](#)

Please submit your email address to request erasure of your personal data collected by this store.

Email address

☐ I consent to have my email collected in order to process this request. See our [Privacy policy](#) for more information.

Email confirmation

By going to to **Notifications > Visitor notifications** and clicking the **Email confirmation** link admin will be forwarded to **Email confirmation** section. Created there template will be send automatically to the user after sending request for:

- Data access
- Data erasure

using the **Request data [Ultimate GDPR & CCPA]** page.

[← Notifications](#)

Email confirmation

Click here to send the test email using the template below

(1)

Email subject

Please confirm your {{request.type}} request from {{shop.name}}

Email body

To confirm {{request.type}} request, please follow this link request confirmation

Email confirmation target page URL

The page containing the privacy settings widget. Leave blank for autodetect.

(2)

Variables

You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

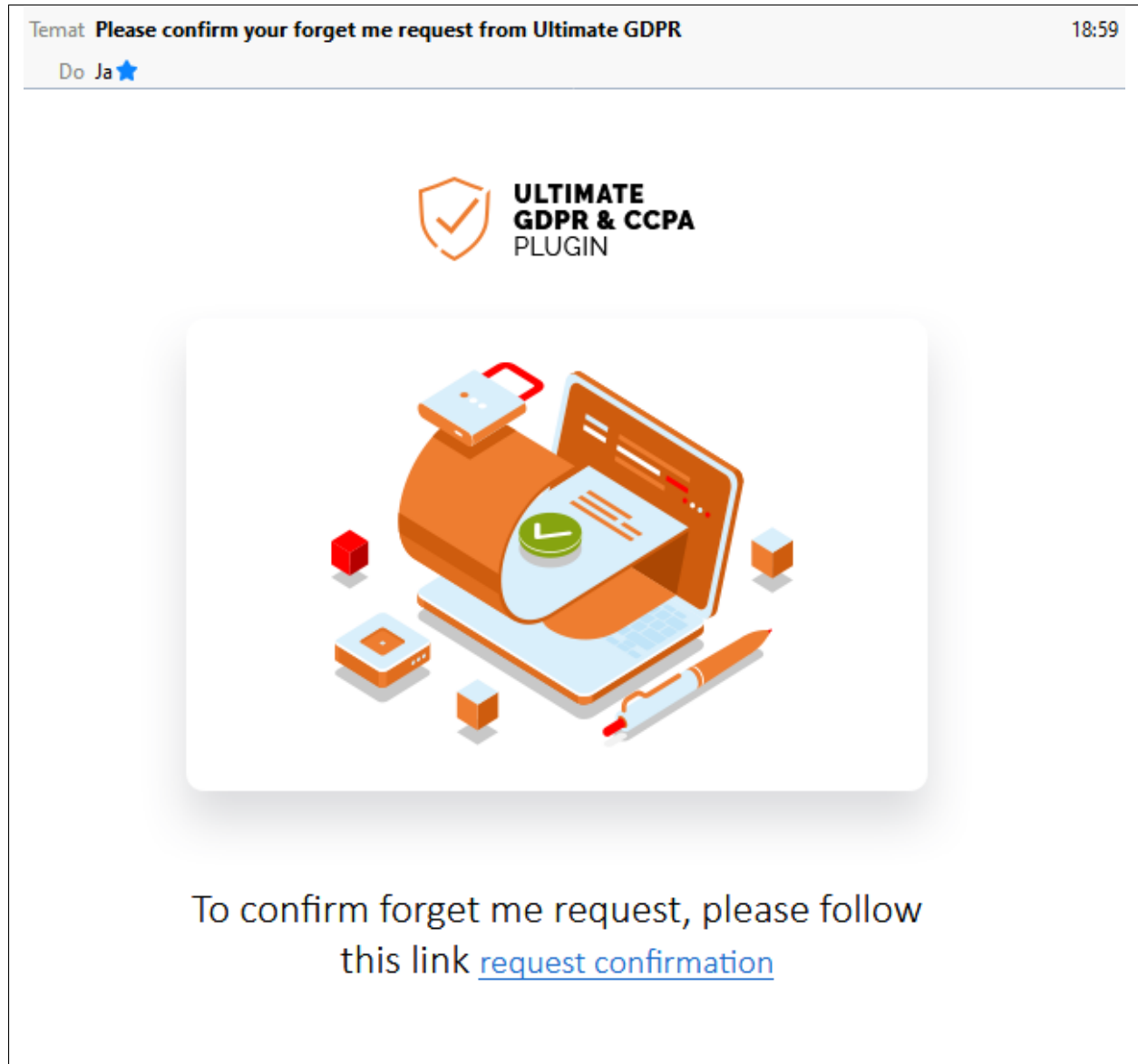
Template contains (1):

- Email subject - this will be header of the sended email reply
- Email body - body of the email
- Email confirmation target page URL - URL of the confirmation page. If left empty the correct link will be autodetect.

All 3 section can be created by using Variables. They allow to output the name or URL of the store in the template. The available variables are (2):

- **{{shop.name}}** - add the shop name to the message template
- **{{shop.url}}** - add shop URL address to the message template
- **{{request.type}}** - add the name of the request
- **{{request.url}}** - add URL of the page from where the request was sent
- **{{request.email}}** - add email of the user who send request
- **{{confirmation_page_url}}** - Add link of the confirmation page

Each of the variables can be added by placing the cursor in the text abd clicking variable name. The variable will be automatically insert in the active section.



New request template

By going to **Notifications > Request notifications** and clicking the **New request** link, admin will be forwarded to **New request** section. Created there template will be send automatically to the admin or **Notifications recipient** after visitor will confirm the request (template above).

< Notifications

New request notification

Click here to send the test email using the template below

(1)

Email subject

New {{request.type}} request from {{shop.name}}

Email body

You've got new {{request.type}} request from {{request.email}}. See details at {{request.url}}

(2)

Variables

You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

Template contains (1):

- Email subject - this will be header of the sended email reply
- Email body - body of the email

All 3 section can be created by using Variables. They allow to output the name or URL of the store in the template. The available variables are (2):

- **{{shop.name}}** - add the shop name to the message template
- **{{shop.url}}** - add shop URL address to the message template
- **{{request.type}}** - add the name of the request
- **{{request.url}}** - add URL of the page from where the request was sended
- **{{request.email}}** - add email of the user who send request
- **{{confirmation_page_url}}** - Add link of the confirmation page

Each of the variables can be added by placing the cursor in the text abd clicking variable name. The variable will be automatically insert in the active section.

Creating Data erasement response

Please go to **Notifications > Visitor notifications** and click the **Data erasure**. Doing that allows to edit the content of the template. Add there all the needed informations and details using the available variables.

[← Notifications](#)

Data erasement response

Click here to send the test email using the template below

Email subject

Your data has been erased from {{shop.name}}

Email body

Dear visitor,

Your data has been successfully erased.

Sincerely yours,
{{shop.name}}

Variables

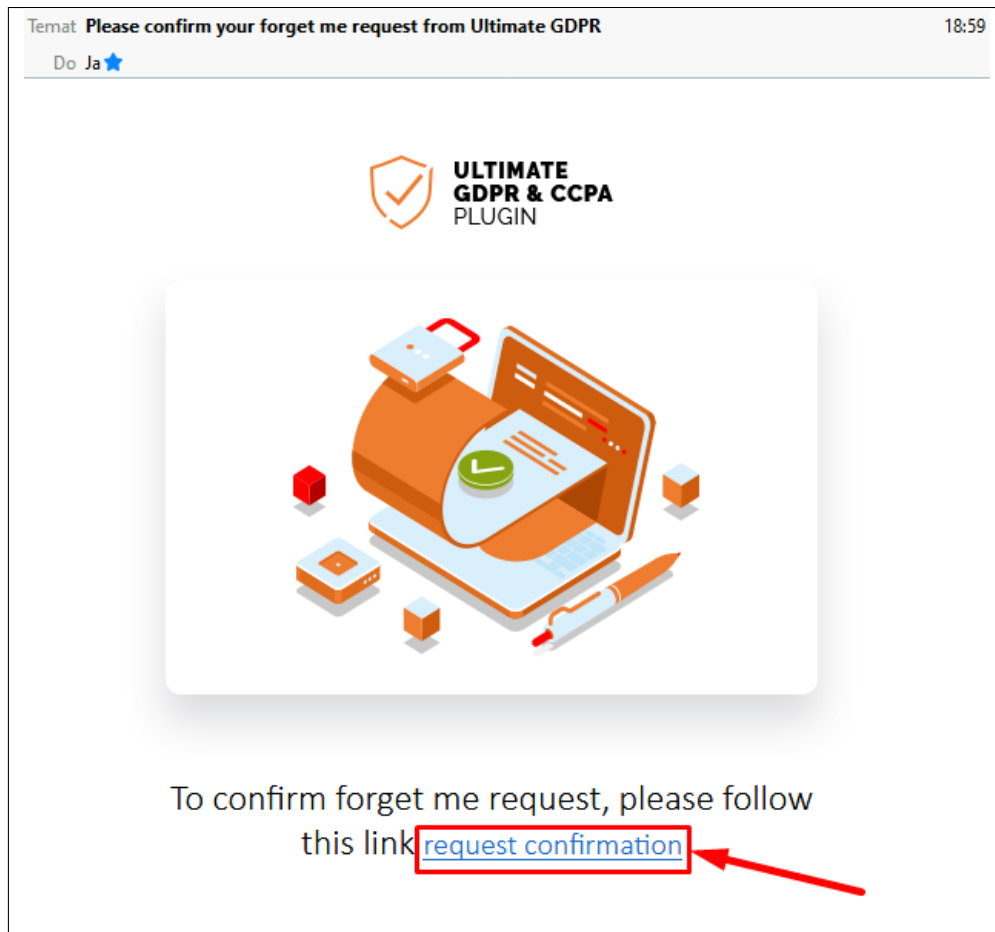
You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

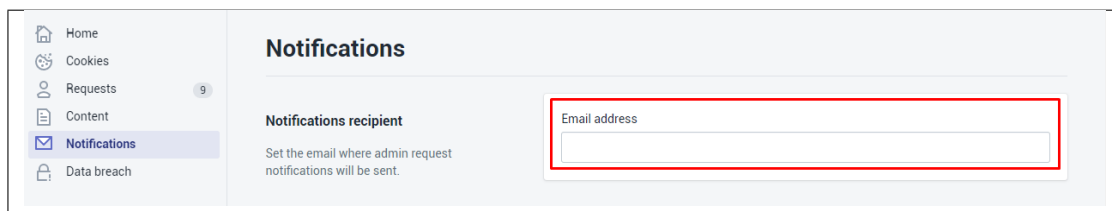
Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

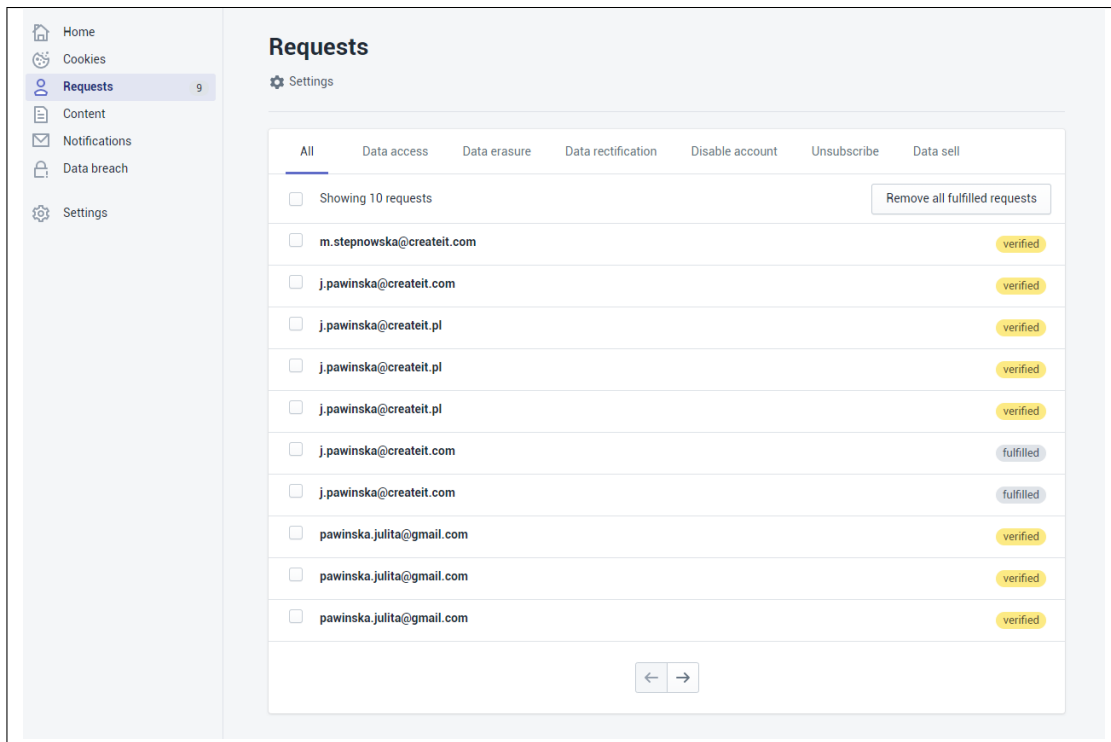
When user send the request, an email confirming (*Email confirmation template*) the request will be sent to the user. Clicking the `{{confirmation_page_url}}` link, will mean that owner of the email address confirm the request.



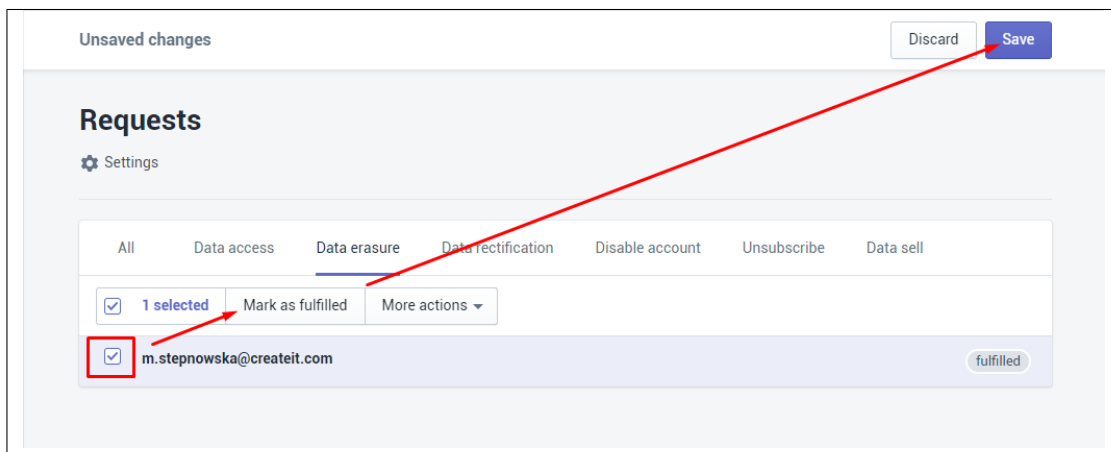
Owner of the website or the **Notifications recipient** which can be set in **Notifications > Notifications recipient** field will received message that there were new request created.



Other place to check the current Requests and their status is in the **Requests** section of the main menu.



After approving the request by checking the box next to the email and choosing **Mark as fulfilled**, and saving the changes by clicking **Save** the status of the request will change from **verified** to **fulfilled**. The data will be removed and user will receive email, that the data was erased.



2.2.5 Data Access!!

When activating the **Ultimate GDPR & CCPA Toolkit** our App will provide a ready to use **Request data** [Ultimate GDPR & CCPA] page. The page can be accessed by going to Shopify dashboard and from there navigating to **Online Store > Pages**. This page contains not only **Data access** form but also:

- Data erasure
- Data rectification
- Restrict processing

Request data [Ultimate GDPR & CCPA]

[Data access](#)[Data erasure](#)[Data rectification](#)[Restrict processing](#)

Please submit your email address to request access to your personal data collected by this store.

Email address

☐ I consent to have my email collected in order to receive the requested data. See our [Privacy policy](#) for more information.

Email confirmation

By going to **Notifications > Visitor notifications** and clicking the **Email confirmation** link, admin will be forwarded to **Email confirmation** section. Created there template will be send automatically to the user after sending request for:

- Data access
- Data erasure

using the **Request data [Ultimate GDPR & CCPA]** page.

< Notifications

Email confirmation

Click here to send the test email using the template below

(1)

Email subject

Please confirm your {{request.type}} request from {{shop.name}}

Email body

To confirm {{request.type}} request, please follow this link request confirmation

Email confirmation target page URL

The page containing the privacy settings widget. Leave blank for autodetect.

(2)

Variables

You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

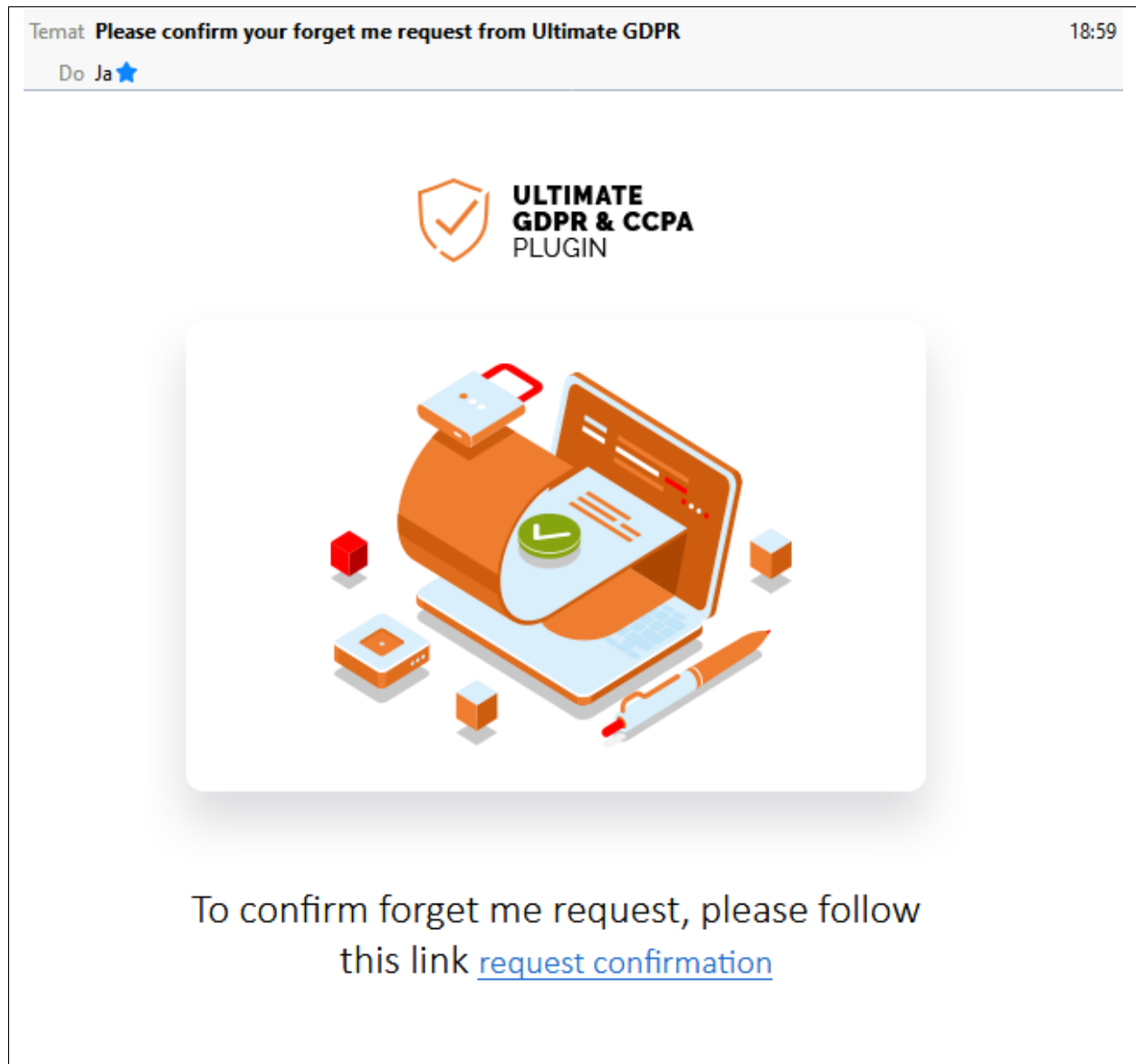
Template contains (1):

- Email subject - this will be header of the send email reply
- Email body - body of the email
- Email confirmation target page URL - URL of the confirmation page. If left empty the correct link will be autodetect.

All 3 section can be created by using Variables. They allow to output the name or URL of the store in the template. The available variables are (2):

- **{{shop.name}}** - add the shop name to the message template
- **{{shop.url}}** - add shop URL address to the message template
- **{{request.type}}** - add the name of the request
- **{{request.url}}** - add URL of the page from where the request was sent
- **{{request.email}}** - add email of the user who send request
- **{{confirmation_page_url}}** - Add link of the confirmation page

Each of the variables can be added by placing the cursor in the text and clicking variable name. The variable will be automatically insert in the active section.



New request template

By going to to **Notifications > Request notifications** and clicking the **New request** link admin will be forwarded to **New request** section. Created there template will be send automatically to the admin or **Notifications recipient** after visitor will confirm the request (template above).

< Notifications

New request notification

Click here to send the test email using the template below

(1)

Email subject

New {{request.type}} request from {{shop.name}}

Email body

You've got new {{request.type}} request from {{request.email}}. See details at {{request.url}}

(2)

Variables

You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

Template contains (1):

- Email subject - this will be header of the sended email reply
- Email body - body of the email

All 2 section can be created by using Variables. They allow to output the name or URL of the store in the template. The available variables are (2):

- **{{shop.name}}** - add the shop name to the message template
- **{{shop.url}}** - add shop URL address to the message template
- **{{request.type}}** - add the name of the request
- **{{request.url}}** - add URL of the page from where the request was sended
- **{{request.email}}** - add email of the user who send request
- **{{confirmation_page_url}}** - Add link of the confirmation page

Each of the variables can be added by placing the cursor in the text abd clicking variable name. The variable will be automatically insert in the active section.

Creating Data access response

Please go to **Notifications > Visitor notifications** and click the **Data access** link. Doing that allows to edit the content of the template. Add there all the needed informations and details using the available variables.

[← Notifications](#)

Data access response

Click here to send the test email using the template below

Email subject

Data access request results from {{shop.name}}

Email body

Dear visitor,

Please find your data attached.

Sincerely yours,
{{shop.name}}

Variables

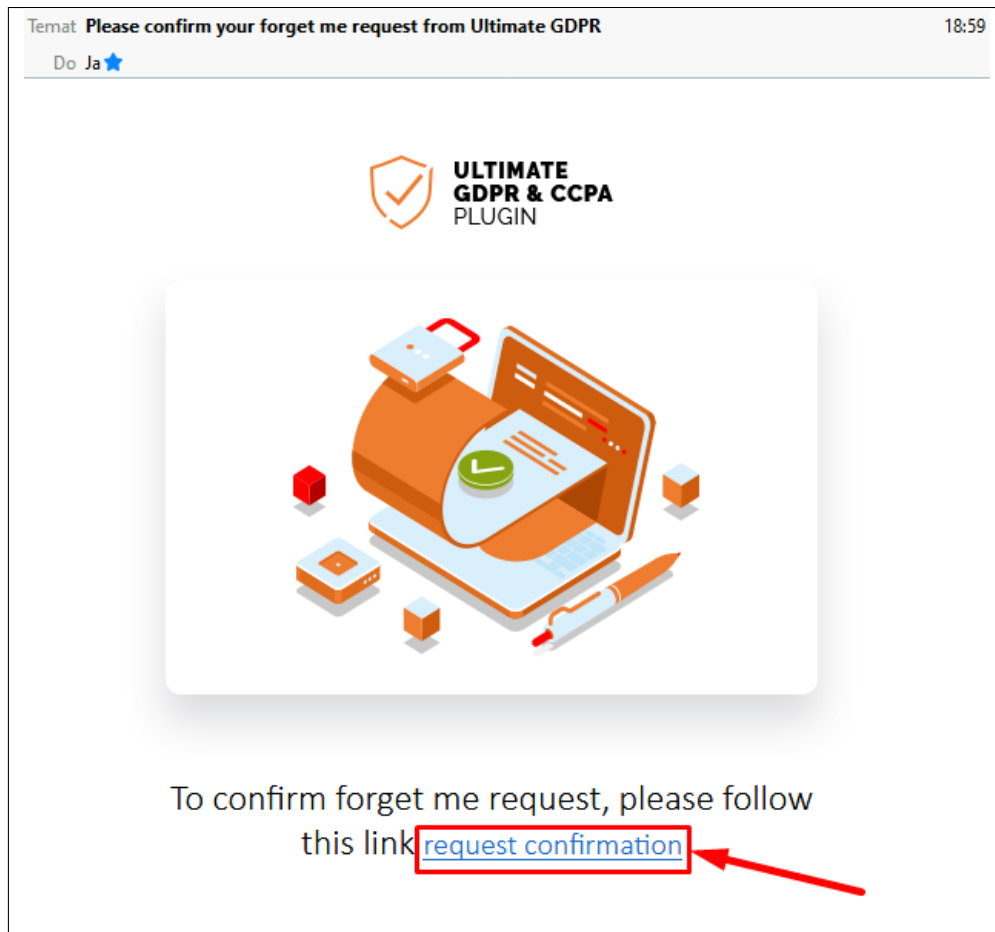
You can use variables to output the name or URL of your store in your templates. The available variables are:

- {{shop.name}}
- {{shop.url}}
- {{request.type}}
- {{request.url}}
- {{request.email}}
- {{confirmation_page_url}}

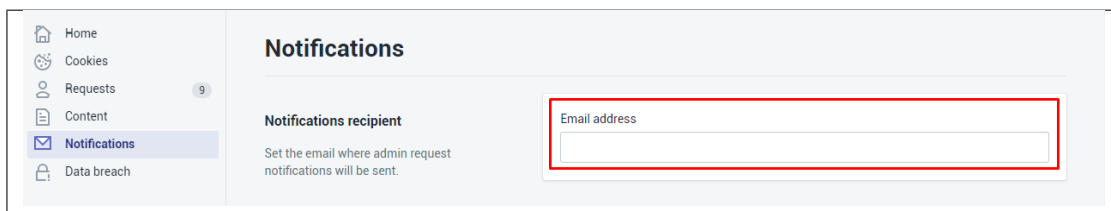
Tip: Place cursor in your text and click variable name to automatically insert it

[Learn more about using variables in notification templates](#)

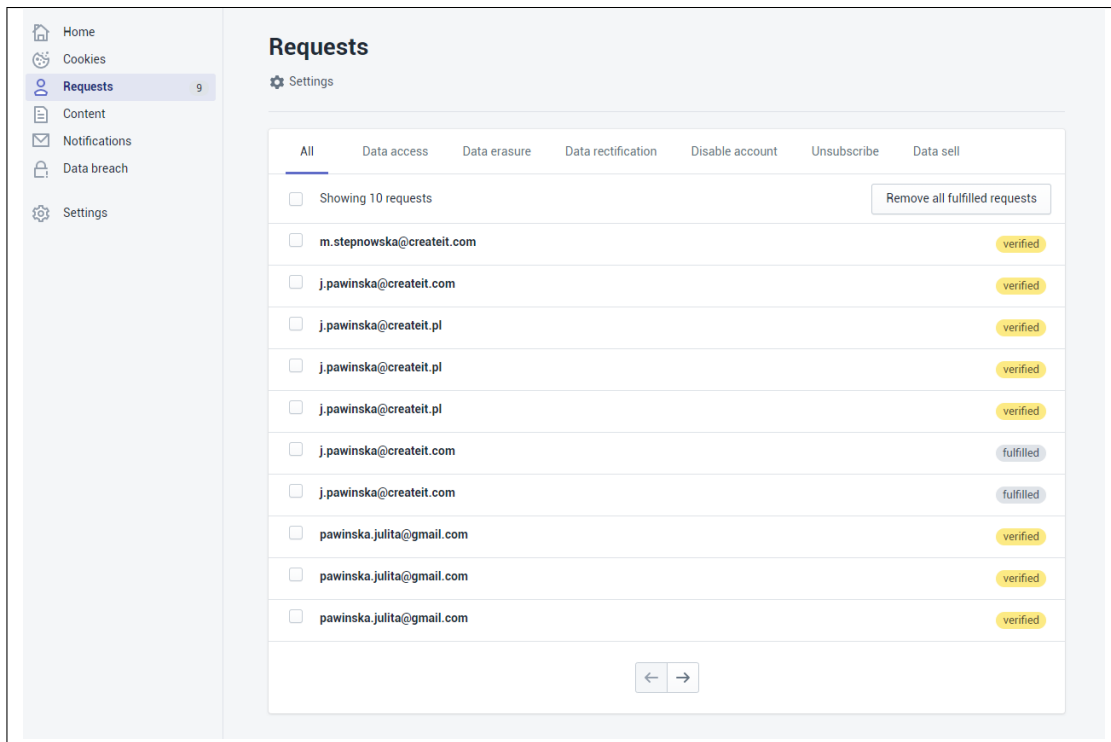
When user send the request, an email confirming (*Email confirmation template*) the request will be sent to the user. Clicking the `{{confirmation_page_url}}` link, will mean that owner of the email address confirm the request.



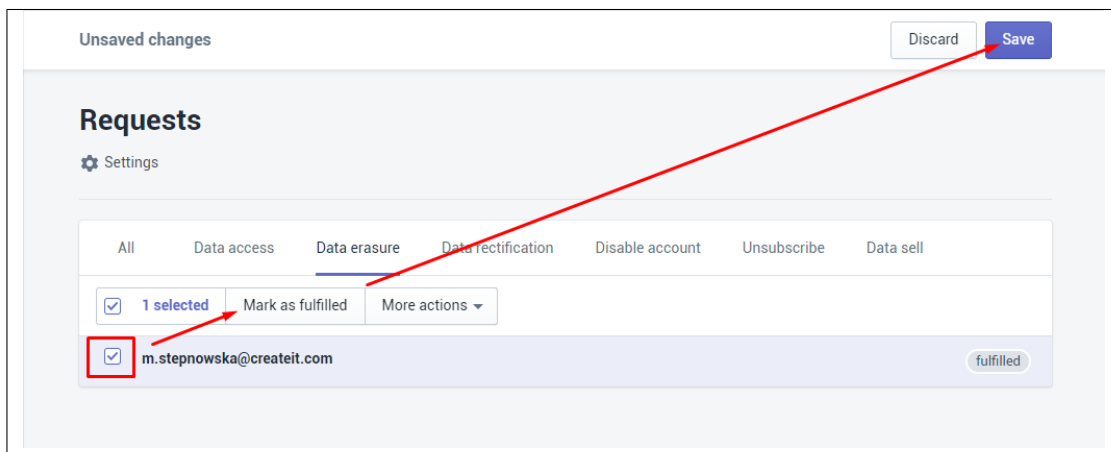
Owner of the website or the **Notifications recipient** which can be set in **Notifications > Notifications recipient** field will received message that there were new request created.



Other place to check the current Requests and their status is in the **Requests** section of the main menu.



After approving the request by checking the box next to the email and choosing **Mark as fulfilled**, and saving the changes by clicking **Save** the status of the request will change from **verified** to **fulfilled**. The data will be removed and user will receive email, that the data was erased.



NONONONONO***

To add the *Data Access* request on your site, create a page where you want to show the *Personal Data Access* tab.

In the page you created, add the shortcode: `[ultimate_gdpr_myaccount]`

Home Orders Products Customers Analytics Marketing Discounts Apps

SALES CHANNELS Online Store Themes Blog posts Pages Navigation Domains Preferences Settings

< Pages

Request data [Ultimate GDPR & CCPA]

Duplicate View page

Page details

Title

Request data [Ultimate GDPR & CCPA]

Content

A B I U [List Icons] [Text Icons] [Code Icon]

- [Data access](#)
- [Data erasure](#)
- [Data rectification](#)
- [Restrict processing](#)

Please submit your email address to request access to your personal data collected by this store.

Email address ☐ I consent to have my email collected in order to receive the requested data. See our privacy policy for more information.

Please submit your email address to request erasure of your personal data collected by this store.

Email address ☐ I consent to have my email collected in order to process this request. See our privacy policy for more information.

Please submit the data you would like to be rectified and your email address to request rectification of your personal data.

Current data

After publishing the page with the *Data Access* request, in your dashboard go to **Ultimate GDPR & CCPA > Data Access**.

You will be redirected to the *Data access settings*.

When a user sends a request, it is posted in *Data access requests list*.

An **email with data attached** will be sent to the user once the admin of the site selected the email of the user he would like to approve the request and clicked on *Send data to selected emails* button.

In the page you created, add the shortcode: **[ultimate_gdpr_myaccount]**

The screenshot shows the 'Request data [Ultimate GDPR & CCPA]' page in the dashboard. The left sidebar contains navigation links: Home, Orders, Products, Customers, Analytics, Marketing, Discounts, Apps, SALES CHANNELS, Online Store, Themes, Blog posts, Pages (selected), Navigation, Domains, Preferences, and Settings. The main content area shows the page editor with a title 'Request data [Ultimate GDPR & CCPA]' and a content area. The content area is highlighted with a red box and contains the following text:

- [Data access](#)
- [Data erasure](#)
- [Data rectification](#)
- [Restrict processing](#)

Please submit your email address to request access to your personal data collected by this store.
 Email address ☐ I consent to have my email collected in order to receive the requested data. See our privacy policy for more information.

Please submit your email address to request erasure of your personal data collected by this store.
 Email address ☐ I consent to have my email collected in order to process this request. See our privacy policy for more information.

Please submit the data you would like to be rectified and your email address to request rectification of your personal data.

Current data

After publishing the page with the *Data Rectification*, in your dashboard go to **Ultimate GDPR & CCPA > Data Rectification**.

You will be redirected to the *Data Rectification settings*.

Data Rectification settings

Email to send admin notifications to

User mail title

User mail content

Add Media
Visual
Text

Paragraph
B
I
List
List
Quote
List
List
List
Link
List
List

Your data has been rectified

Set custom URL to page containing Ultimate GDPR shortcode as the e-mail confirmation target page (or leave empty for autodetect)

Save Changes

Data rectification requests list

User ID	Email	Date of request	Date of data sent	Select for action	See details
<div> Send data to selected emails Remove selected requests from list Remove all sent requests from list </div>					

Add the needed information and details. For more details on *Data Rectification* settings, click [here](#).

When a user sends a request, an **email to confirm the request** will be sent to the user. The user must **first confirm the request** before it is posted in *Data rectification requests list*.

An **email to notify the user** that the request is accepted will be sent once the admin of the site selected the email of the user he would like to approve the request and clicked on *Send data to selected emails* button.

2.2.7 Unsubscribe

To add the *Unsubscribe* request on your site, create a page where you want to show the *Unsubscription* tab.

In the page you created, add the shortcode: `[ultimate_gdpr_myaccount]`

The screenshot shows the 'Request data [Ultimate GDPR & CCPA]' page in the dashboard. The left sidebar contains navigation links: Home, Orders, Products, Customers, Analytics, Marketing, Discounts, Apps, SALES CHANNELS, Online Store, Themes, Blog posts, Pages (selected), Navigation, Domains, Preferences, and Settings. The main content area shows the page editor with a title 'Request data [Ultimate GDPR & CCPA]' and a content block. The content block is highlighted with a red box and contains the following text:

- [Data access](#)
- [Data erasure](#)
- [Data rectification](#)
- [Restrict processing](#)

Please submit your email address to request access to your personal data collected by this store.
 Email address ☐ I consent to have my email collected in order to receive the requested data. See our privacy policy for more information.

Please submit your email address to request erasure of your personal data collected by this store.
 Email address ☐ I consent to have my email collected in order to process this request. See our privacy policy for more information.

Please submit the data you would like to be rectified and your email address to request rectification of your personal data.

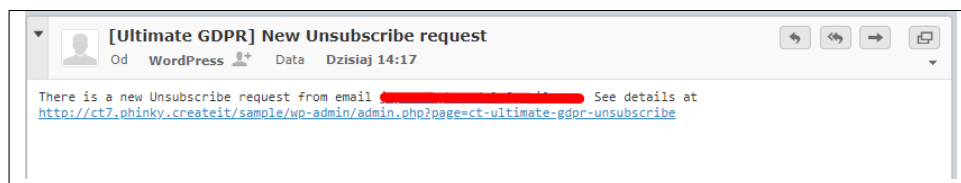
Current data

After publishing the page with the *Unsubscribe*, in your dashboard go to **Ultimate GDPR & CCPA > Unsubscribe**. You will be redirected to the *Unsubscribe settings*.

Depending on the option set in the *Unsubscribe settings*:

- **Automatically unsubscribe users who confirmed their mail is DISABLED**

If the option **Automatically unsubscribe users who confirmed their mail** is disabled, the user must confirm the request in the email first for the request to be posted in the **Unsubscribe request list**.



In the **Unsubscribe request list**, the admin of the site have the option to approve or delete the request.

User ID	Email	Services to unsubscribe from (user selected)	Date of request	Date of mail sent	Email user / remove request
Not registered	[redacted]	<input type="checkbox"/> Select all <input type="checkbox"/> Mailchimp	17 Aug 2018 06:15:17	Not sent	<input type="checkbox"/>

If the admin approves the request, select the services to unsubscribe the user from (these services are selected by the user for what services he would like to be unsubscribed). Then select the user you would like to unsubscribe by selecting the check box below *Email user / remove request*, then click the **Unsubscribe and notify selected users** button.

An email to notify the user that the request to unsubscribe is approved.

- **Automatically unsubscribe users who confirmed their mail is ENABLED**

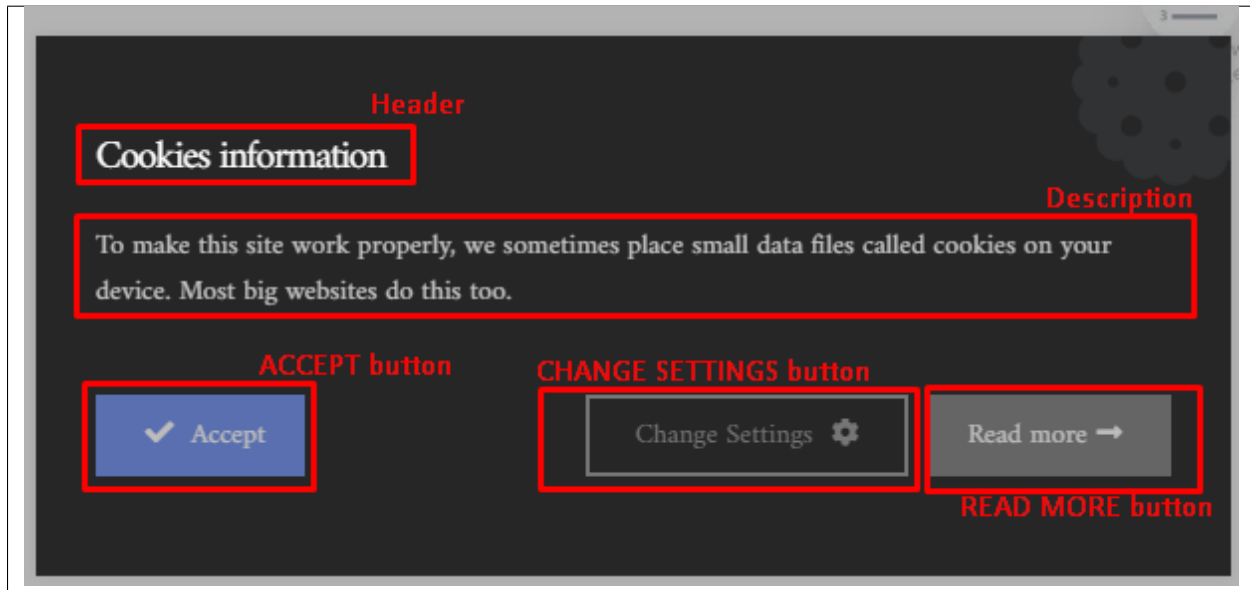
If the option **Automatically unsubscribe users who confirmed their mail** is enabled, when the user confirm the request in the email the user will automatically be unsubscribe from the services the user have selected without any admin intervention.

The user request will be posted in the **Unsubscribe request list**.

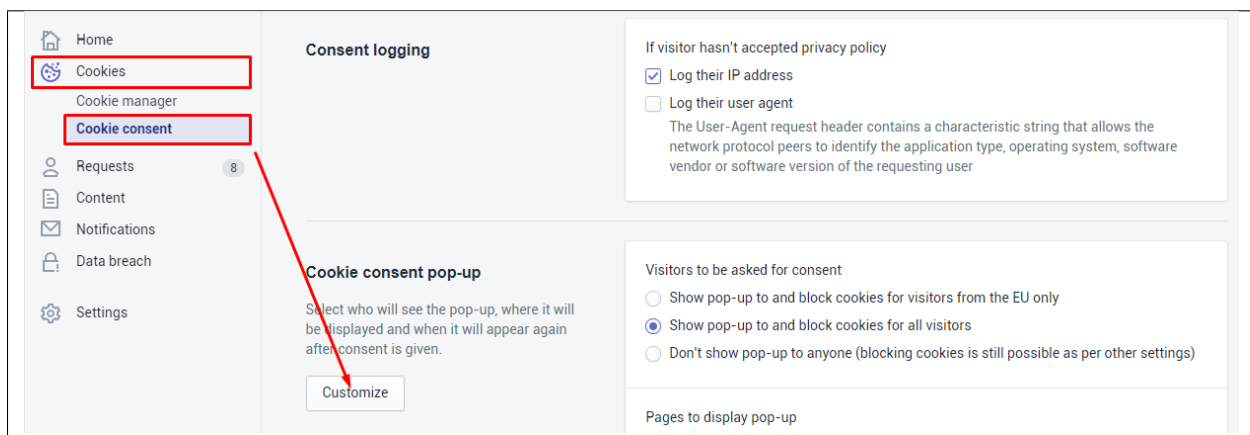
If the option **Automatically send email about unsubscription to users who confirmed their email** is enabled, once the user confirms the request in the email the user will receive an email to notify the user for the unsubscription.

2.3 Cookies Management

2.3.1 Customize cookie consent pop-up



To customize the look and content of the cookie popup, go to **Cookies > Cookie consent** and choose **Customize** in **Cookie Consent pop-up**



- **Default Content** - Details in the cookie popup that informs the user of its use.

Default Content

Header

Description

1. **Header** - Set the text for the header of the pop-up
 2. **Description** - Set the text for the description of the pop-up
- **Buttons** In this section set text for the buttons used in the pop-up

Buttons

ACCEPT (1)

Text

Leave blank for default.

CHANGE SETTINGS (2)

To display this button, enable the cookie settings pop-up on [the cookie consent page](#).

Text

Leave blank for default.

READ MORE (3)

Text

Leave blank for default.

Page to open

☒ Existing page

☒ Open in a new tab

☐ Custom URL

☐ No page

The button will be hidden.

1. **Accept**
 - **Text** - can add custom text. If the field will be left blank the app will use the default

text.

2. **Change settings**

- **Text** - can add custom text. If the field will be left blank the app will use the default text.

3. **Read more**

- **Text** - can add custom text. If the field will be left blank the app will use the default text.
- **Page to open** - choose the page to which user will be forwarded after clicking the button (can be choose from Existing page, Custom URL) the button also can be hidden choosing **No page** option.
- **Open in new tab** - if checked, *Read more* page will be open in new tab.

Note: To see the *Change settings* button in the cookie consent pop-up make sure to check the **Enable cookie settings pop-up** on path (**Cookie > Cookie consent**).

- **Translation for ...** - This section allows to create a *Default Content* for a different language. If the checkbox is checked (1) the translation will be used when certain language is detected.

Translations for Polski

Hide contents

(1)

☒ Use these translations when language is detected

Same set of options like in 'Default Content'

Header

Pliki cookie

Description

Aby zapewnić sprawne funkcjonowanie tego portalu, czasami umieszczamy na komputerze użytkownika (bądź innym urządzeniu) małe pliki – tzw. cookies („ciasteczka”). Podobnie postępuje większość dużych witryn internetowych.

Buttons

ACCEPT

Text

Zaakceptuj ciasteczka

Leave blank for default.

CHANGE SETTINGS

To display this button, enable the cookie settings pop-up on [the cookie consent page](#).

Text

Ustawienia Prywatności

Leave blank for default.

READ MORE

Text

Czytaj Więcej

Leave blank for default.

2.3.2 Select who will see the Cookie consent pop-up

To select who will see the pop-up, where it will be displayed and when it will appear again after consent is given please go to **Cookies > Cookie consent** and scroll to Cookie consent pop-up section

Cookie consent pop-up

Select who will see the pop-up, where it will be displayed and when it will appear again after consent is given.

[Customize](#)

(1)

Visitors to be asked for consent

☐ Show pop-up to and block cookies for visitors from the EU only
☒ Show pop-up to and block cookies for all visitors
☐ Don't show pop-up to anyone (blocking cookies is still possible as per other settings)

(2)

Pages to display pop-up

☒ All pages
☐ Selected pages only

(3)

Default cookie consent level

Essential

The level which will be set after visitor clicks the "Accept" button in the pop-up.

☒ Reload page after consent is given (3b)

(4)

Consent expiration time

1 days

The time until visitors are asked for consent again.

1. **Visitors to be asked for consent** - from the list admin can choose what type of visitors will see the consent pop-up
 - **Show pop-up to and block cookies for visitors from the EU only** - this option mean that only visitors from EU will see the pop-up an the cookies will be blocked. For other users this functionality won't be active.
 - **Show pop-up to and block cookies for all visitors** - this will allow to show the pop-up and block the cookies for all visitors no matter from where they are
 - **Don't show pop-up to anyone (blocking cookies is still possible as per other settings)** - option won't be active.
2. **Pages to display pop-up** - here admin can set on which pages the mentioned above pop-up will be visible
 - **All pages** - visible on all pages created.
 - **Selected pages only** - admin will get here an option on which pages the pop-up will be seen.
3. **Default cookie consent level** - The level which will be set after visitor clicks the "Accept" button in

the pop-up.

4. **Reload page after consent is given** - After accepting consent or changing the level (and saving it) the page will auto reload. If this option won't be chosen, the saved changes won't be added on page until visitor won't reload the page manually.
5. **Consent expiration time** - The time until visitors are asked for consent again.

2.3.3 Adding cookie settings pop-up on site

To show the Change settings button in the Cookie consent pop-up make sure to check the **Enable cookie settings pop-up** (1) To show the Trigger button on the site please check the **Display floating button** (2) option. Both can be found in Cookie Consent > Cookie settings pop-up.

Cookie settings pop-up

In this pop-up visitors can select a level of their cookie consent. Enable the pop-up and display a floating button to open it any time.

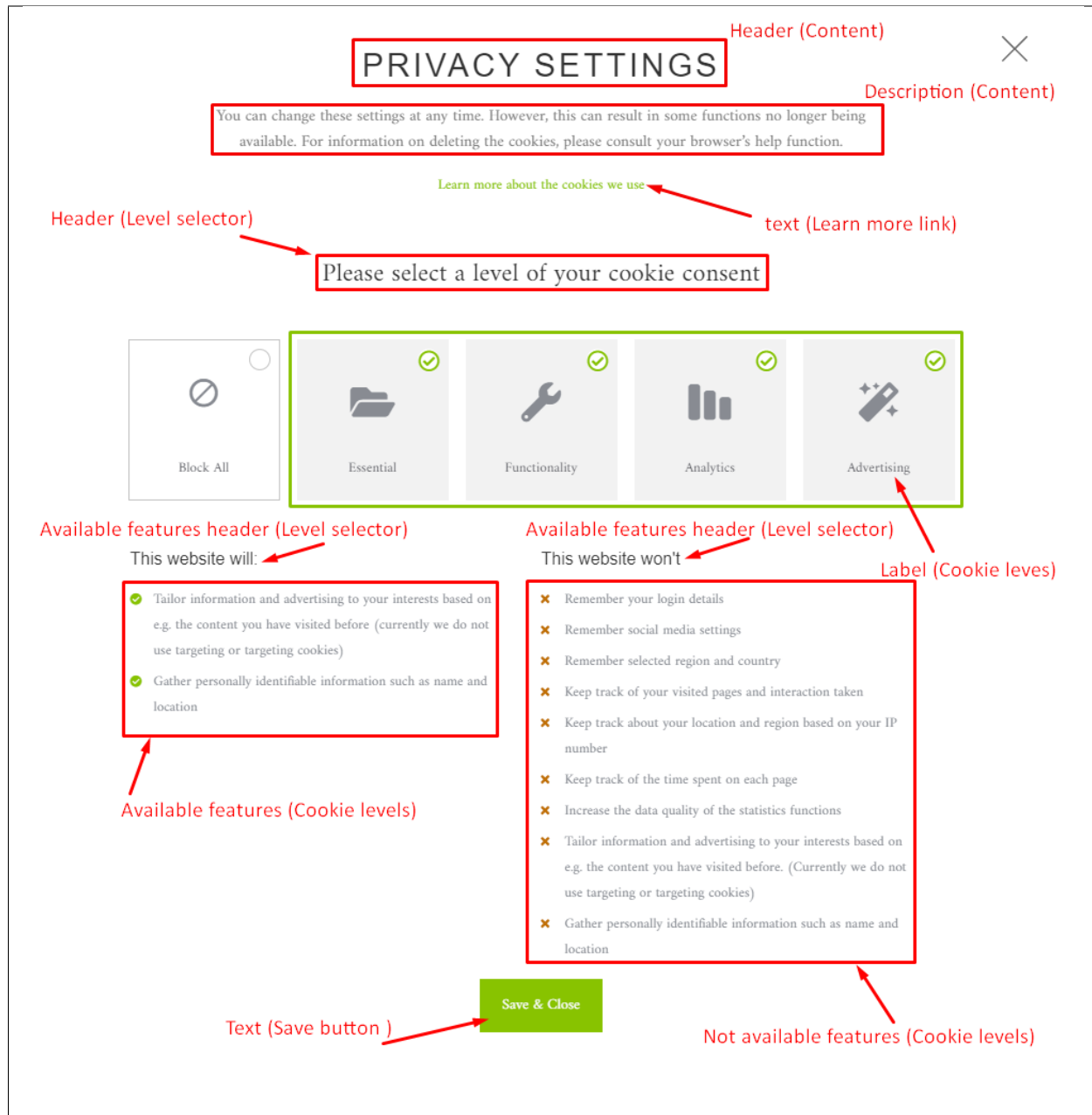
Customize

☒ Enable cookie settings pop-up
A "Change settings" button will be added to the cookie consent pop-up.
(1)

☒ Display floating button
A button to open the cookie settings pop-up will appear in the corner of the screen. Available only when the pop-up is enabled.
(2)

☐ Reload page after settings are saved

2.3.4 Customize cookie settings pop-up



To customize the look and content of the cookie settings pop-up, go to **Cookies > Cookie consent** and choose **Customize** in **Cookie settings pop-up**

The screenshot displays the 'Cookie consent' settings page. On the left sidebar, the 'Cookies' menu item is highlighted with a red box, and a red arrow points from it to the 'Cookie consent' sub-menu item, which is also highlighted with a red box. The main content area is divided into several sections:

- Don't show pop-up to anyone** (blocking cookies is still possible as per other settings): ☐
- Pages to display pop-up**: ☒ All pages, ☐ Selected pages only
- Default cookie consent level**: A dropdown menu set to 'Essential'. Below it, a note states: 'The level which will be set after visitor clicks the "Accept" button in the pop-up.'
- ☒ Reload page after consent is given
- Consent expiration time**: A text input field set to '1' with a 'days' label and up/down arrows. Below it, a note states: 'The time until visitors are asked for consent again.'
- Cookie settings pop-up**: A section with the text: 'In this pop-up visitors can select a level of their cookie consent. Enable the pop-up and display a floating button to open it any time.' Below this text is a 'Customize' button highlighted with a red box.
- ☒ Enable cookie settings pop-up: A "Change settings" button will be added to the cookie consent pop-up.
- ☒ Display floating button: A button to open the cookie settings pop-up will appear in the corner of the screen. Available only when the pop-up is enabled.
- ☒ Reload page after settings are saved

- **Content** - Details in the cookie settings that inform how user can manipulate cookies groups via this section.

Content

Header

Privacy settings

Description

You can change these settings at any time. However, this can result in some functions no longer being available. For information on deleting the cookies, please consult your browser's help function.

1. **Header** - Set the text for the header of the pop-up
 2. **Description** - Set the text for the description of the pop-up
- **Learn more link** - In this section set text for the link used in the pop-up

Learn more link

Text

Learn more about the cookies we use

Page to open

☒ Existing page

Cookie List - Group Test Page

☐ Custom URL

☐ None

The link will be hidden.

1. **Text** - add custom text
 2. **Page to open** - choose the page to which user will be forwarded after clicking the button (can be choose from Existing page, Custom URL) the link also can be hidden choosing **No page** option.
- **Level selector.**

The screenshot shows a configuration window titled "Level selector". It contains three main sections: "Header" with a text input field containing "Please select a level of your cookie consent"; "Default level" with a dropdown menu currently set to "Essential"; and two side-by-side text input fields for "Available features header" (containing "E.g. This website will:") and "Not available features header" (containing "E.g. This website won't:").

1. **Header** - set the header text of the pop-up
2. **Default level** - choose the default level which will be active for the visitor
3. **Available features header / Not available features header** - allow to add custom text for those section. If left empty the app will use the default text
 - **Cookie levels.**

Cookie levels

Block all Essential Functionality Analytics **Advertising**

Label

Advertising

Leave blank for default.

Available features

Tailor information and advertising to your interests based on e.g. the content you have visited before (currently we do not use targeting or targeting cookies);
Gather personally identifiable information such as name and location;

Enter semicolon-separated values. Press enter to add.

Not available features

Remember your login details;
Remember social media settings;
Remember selected region and country;
Keep track of your visited pages and interaction taken;
Keep track about your location and region based on your IP number;
Keep track of the time spent on each page;
Increase the data quality of the statistics functions;
Tailor information and advertising to your interests based on e.g. the content you have visited before. (Currently we do not use targeting or targeting cookies);
Gather personally identifiable information such as name and location;

Enter semicolon-separated values. Press enter to add.

☐ Don't display this level in the pop-up

1. **Available Levels** - Each of the 5 levels can be edited independently. To edited specific page please click on it.
2. **Label** - set the name of the label or leave it empty to use the default one
3. **Available features** - add available features of this group.
4. **Not available features** - add available features of this group.
5. **Don't display this level in the pop-up** - ich checked this level will not be shown in the settings pop-up

Currently available cookies level are:

- **Essential** - for cookies which are strictly necessary for your website to be able to operate or to provide user with a requested service
- **Functional** - these are cookies that are designed for purposes such as enhancing a website's functionality. These are either not strictly essential for the website or functionality which user has requested

to work, or are cookies which serve non-essential purposes in addition to their essential purpose.

- **Analytics** - Analytical (or performance) cookies track and gather data about what a user does on a website.
- **Advertising** - Targeting (or advertising) cookies record information about your visit to and use of our website, for advertising purposes.
- **Save button**

Save button

Text

Leave blank for default.

- **Text**- Set custom text for the *Save button* or leave it blank to use the default one

2.3.5 What Cookies are used on your website

You can show a table with all cookies collected by your website with simple shortcode: `{{ultimate_gdpr_cookie_list}}`

Active cookies will be displayed in a table, like the following:

Cookie names	Type of cookie	First or Third party	Can be blocked	Session or Persistent	Expiry Time	Purpose
__cfduid	Essential	First Party	No	Persistent	2020-09-04 13:11:28	Strictly Necessary
_landing_page	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_landing_page_test_import	Analytics	First Party	No	Persistent	2019-09-19 13:11:29	
_orig_referrer	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_secure_session_id	Essential	First Party	No	Persistent	2020-07-28 11:45:52	

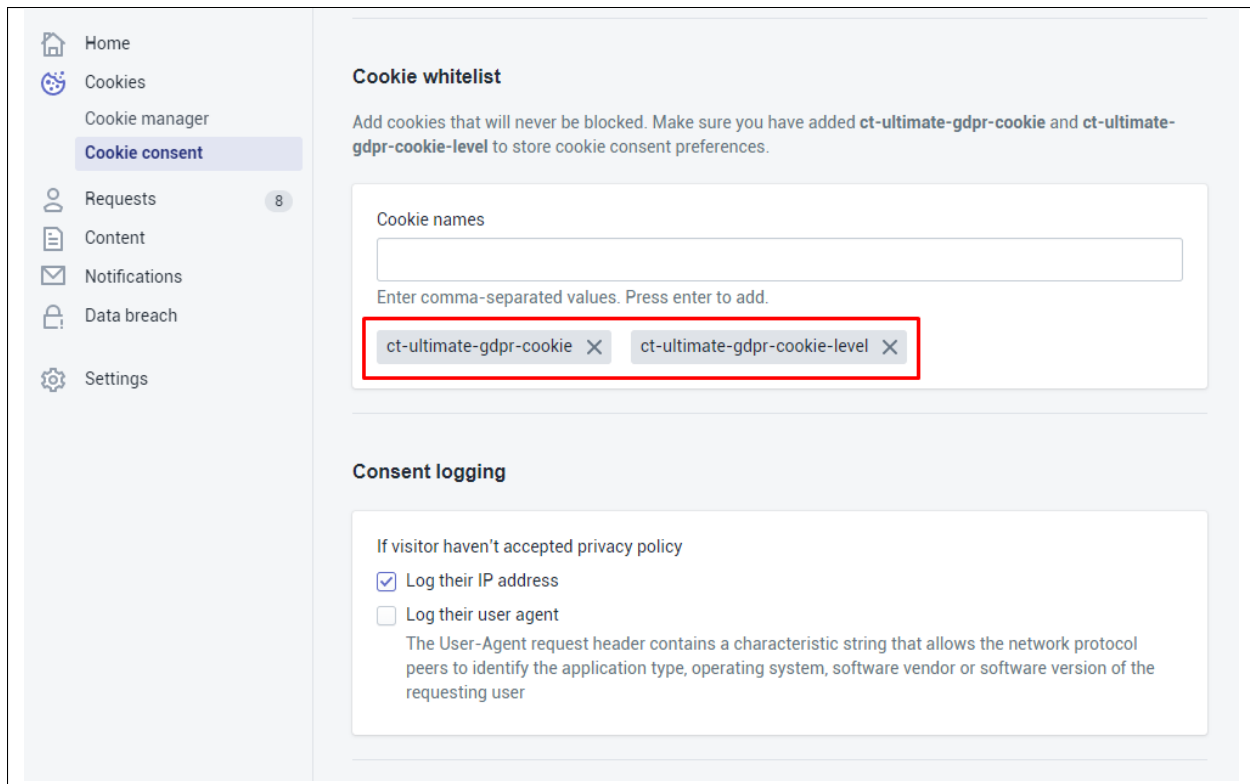
Note: Your website should be publicly accessible to correctly detect all cookies that are used on it

2.3.6 Whitelist Cookies

When a scenario that the set default privacy group is 'Block all' and the user will select 'Block all' cookie, the user will see the cookie popup over and over since the user blocked saving cookies and there is no way for the system to know that the user already accepted the cookie consent.

Whitelist cookies are cookies that are allowed even if you choose to *Block all* cookies in the site.

You can add whitelisted cookies in **Cookies > Cookie consent > Cookie whitelist**:



This way you can allow selected cookies to be accepted even if cookie setting is set to 'Block all'.

Note: User's privacy settings (whether he accepts cookies or not, and what group of cookies) consent is saved in our **ultimate-gdpr-cookie**

2.3.7 Display Advance Cookie Setting with link

In the Ultimate GDPR & CCPA Toolkit we provide an option to open cookie modal using a link, which you can display/add in any page on the site.

To do this, you can use shortcode: `{{ultimate_gdpr_cookie_modal}}` & `{{/ultimate_gdpr_cookie_modal}}`



You can add these shortcodes in the page that you would like to add the link.

Sample format:

`{{ultimate_gdpr_cookie_modal}}` Change cookie settings `{{/ultimate_gdpr_cookie_modal}}`

< Pages ← →

Test page 2

 Duplicate  View page

Page details

Title

Content

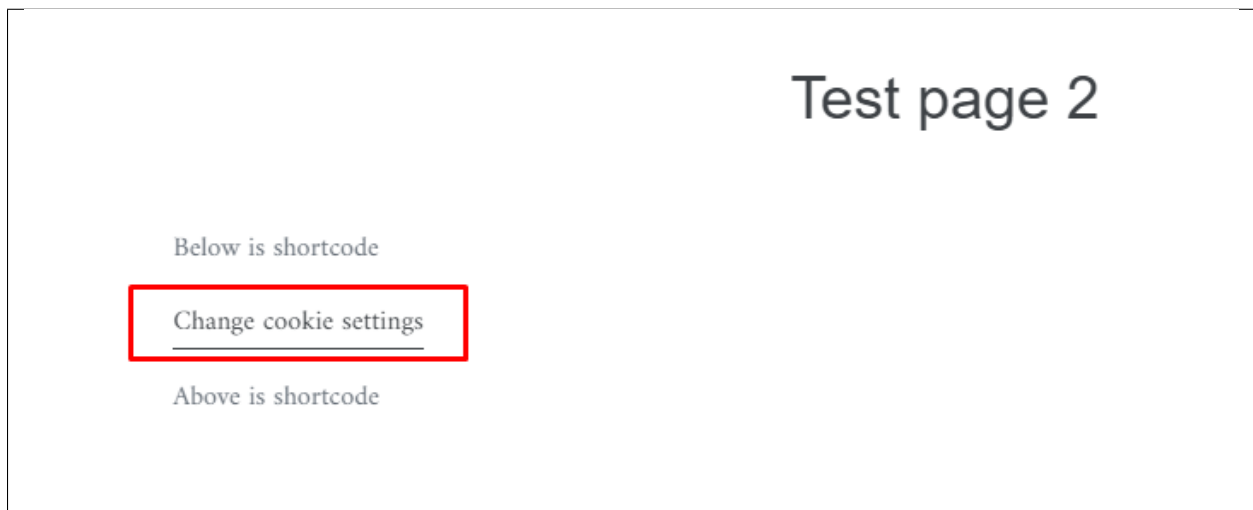
A ▼ B I U
☰ ☷ ☰ ☷
☰ ▼ ☷ ▼
🔗 📊 ▼ 🖼️ 🎥 🚫 <>

Below is [shortcode](#)

`{{ultimate_gdpr_cookie_modal}}` Change cookie settings `{{/ultimate_gdpr_cookie_modal}}`

Above is [shortcode](#)

Front end:



Wish to customise the Advance Cookie Settings, but don't know how? Please follow this part of our documentation.

2.4 Cookie Groups

Note: The Cookie Setting pop-up will show when **Enabled cookie settings pop-up** (1) is activated in **Ultimate GDPR & CCPA Toolkit > Cookies > Cookie Consent > Cookie settings pop-up**. To activate the floating button

(showed after accepting Cookie consent pop-up) please activate **Display floating button** (2) on the same path

The screenshot shows the 'Cookie settings pop-up' configuration page. On the left, there is a section titled 'Cookie settings pop-up' with a description: 'In this pop-up visitors can select a level of their cookie consent. Enable the pop-up and display a floating button to open it any time.' Below this is a 'Customize' button. On the right, there are two main settings sections, each with a red box and a number in parentheses. Section (1) is 'Enable cookie settings pop-up' with a checked checkbox and a description: 'A "Change settings" button will be added to the cookie consent pop-up.' Section (2) is 'Display floating button' with a checked checkbox and a description: 'A button to open the cookie settings pop-up will appear in the corner of the screen. Available only when the pop-up is enabled.' Below these sections is an unchecked checkbox for 'Reload page after settings are saved'.

The Cookie Groups for Ultimate GDPR & CCPA Toolkit are cookie levels, where you would need to pass level 1 to get to level 2. These levels have cookies that are set in them and when you pass to another level, these cookies will also remain.

This will allow tracking of only the necessary cookies or possible cookies.

- **Essential** - For cookies which are strictly necessary for your website to be able to operate or to provide user with a requested service
- **Functional** - These are cookies that are designed for purposes such as enhancing a website's functionality. These are either not strictly essential for the website or functionality which user has requested to work, or are cookies which serve non-essential purposes in addition to their essential purpose.
- **Analytics** - Analytical (or performance) cookies track and gather data about what a user does on a website.
- **Advertising** - Targeting (or advertising) cookies record information about users visit to and use of your website, for advertising purposes.

When a user opens the site for the FIRST time, the cookie group would depend on what the admin have set. These are the ways to set the default cookie group:

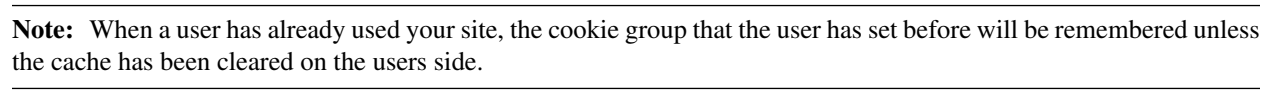
1. Block Cookies Until User Gives Consent/Set a Default Cookies Group

You can set this option in **Cookies > Cookie Consent**

The screenshot shows the 'Block cookies and analytics' configuration page. On the left, there is a section titled 'Block cookies and analytics' with a description: 'Block cookies and analytics until a visitor gives consent to store cookies.' On the right, there are three settings sections, each with a red box and a number in parentheses. Section (1) is 'Block selected cookies and scripts until consent is given' with a checked checkbox and a description: 'You can set which cookies to block in Cookie manager. Whitelisted cookies will never be blocked.' Section (2) is 'Block analytics until consent is given' with a checked checkbox and a description: 'Google Analytics, Facebook Pixel, Shopify Analytics, HotJar and Extreme DM tracking will be blocked.' Below these sections is an unchecked checkbox for 'Enable Google Analytics anonymized IP tracking' with a description: 'This will work only when analytics is allowed. Learn more about [IP anonymization](#).'

This will block all the cookies that are not in the cookies whitelist (1). The second option (2) will also block analytics cookies (like Google Analytics, Facebook ect.)

Sample:



Read these parts of the documentation for:

- ## 2.5 Use Services Manager

To detect cookies that are used in your site, click the **Scan for cookies** button at **Home** section of the app or on path **Cookies > Cookie manager**.

The cookies that are detected is then shown in the **Cookies > Cookie manager**.

2.5. Use Services Manager

Basic information:

- **Title** - Used only for admin user to navigate through services.
- **Purpose** - Purpose of the cookie.

Scripts that create cookies:

- **Keywords to find scripts** - Comma separated names of java-script scripts which are to be blocked, to prevent creation of unwanted cookies.

Note: App searches html content of <script>, <noscript> and <iframe> tags. If app finds any of “script names” it removes entire content of given tag.

Cookies to block:

- **Cookie names** - Comma separated names of cookies which are to be blocked. It’s important use actual name of cookie, not name of service.

Properties:

- **Level** - Assign cookie to a level on which it will be allowed on site.
- **Domain** - select the domain to which the cookie belongs
- **Type** - Pick the group the cookies belong.
- **Can be blocked** - Option to activate or deactivate. Only services which are active, are being blocked.

Note: Only services which are active, are being blocked. Unchecking this checkbox makes the app ignore this service.

2.5.1 How to add Third Party Cookies

When a third party cookie is not detected by the cookie scanner, you can add the third party cookies manually.

To add third party cookies, you can add the Cookie name of the cookies that you would like to block in **Cookie > Cookie manager** under **Cookie names**.

Sample third party setup:

The screenshot shows the Tawk Cookie Manager interface. At the top, it says "Tawk" with a green "Active" badge and a "Deactivate group" link. The interface is divided into two main sections: "Basic information" and "Properties".

Basic information:

- Title:** A text input field containing "Tawk". Below it, a hint says "Use a service name, e.g. Google Analytics."
- Purpose:** A text area containing "This cookie remembers the end user so that past chat conversations can be identified to improve service." Below it, a hint says "Describe what these cookies are used for."
- Scripts that create cookies:** A section with a "Keywords to find scripts" input field. Below it, a hint says "Enter comma-separated values. Press enter to add. Learn more about blocking scripts." There is a tag ".tawk.to" with a close button.
- Cookies to block:** A section with a "Cookie names" input field. Below it, a hint says "Enter comma-separated values. Press enter to add. Learn more about checking cookies." There is a tag "TawkConnectionTime" with a close button, which is highlighted with a red rectangle.

Properties:

- Level:** A dropdown menu set to "Essential".
- Domain:** Radio buttons for "First-party" (Cookies created by your store.) and "Third-party" (Cookies created by other services.). "Third-party" is selected.
- Type:** Radio buttons for "Session" (Cookies that are erased when the browser closes.) and "Persistent" (Cookies that remain on the disk until they expire.). "Persistent" is selected.
- Expires:** A date input field set to "2020-08-03 12:19:25". Below it, a hint says "E.g. 2015-10-15 14:00:00".
- Can be blocked:** A checked checkbox. Below it, a hint says "Check if blocking this group works as intended."

2.5.2 Tracking Users Anonymously (Google Analytics)

To use this feature correctly, these are some pointers:

- In the **Cookies > Cookie manager**, uncheck the *Can be blocked* so that Google Analytics won't be blocked.

Properties

Level

Essential

Domain

☒ First-party
Cookies created by your store.

☐ Third-party
Cookies created by other services.

Type

☐ Session
Cookies that are erased when the browser closes.

☒ Persistent
Cookies that remain on the disk until they expire.

Expires

2020-09-04 13:11:28

E.g. 2015-10-15 14:00:00

☐ Can be blocked
Check if blocking this group works as intended.

- The Google Analytics Tracking ID should be added in **Ultimate GDPR & CCPA > Cookie popup** for the feature to work since Google Analytics will be blocked as long as the consent isn't given.

Block cookies and analytics

Block cookies and analytics until a visitor gives consent to store cookies.

- ☒ Block selected cookies and scripts until consent is given
You can set which cookies to block in Cookie manager. Whitelisted cookies will never be blocked.
- ☐ Block analytics until consent is given
Google Analytics, Facebook Pixel, Shopify Analytics, HotJar and Extreme DM tracking will be blocked.
- ☒ Enable Google Analytics anonymized IP tracking
This will work only when analytics is allowed. [Learn more about IP anonymization.](#)

- Enable the option for anonymization in **Ultimate GDPR & CCPA > Cookie popup**. This option will allow you to track anonymously without collecting any user data in compliance with GDPR & CCPA.

Block cookies and analytics

Block cookies and analytics until a visitor gives consent to store cookies.

- ☒ Block selected cookies and scripts until consent is given
You can set which cookies to block in Cookie manager. Whitelisted cookies will never be blocked.
- ☐ Block analytics until consent is given
Google Analytics, Facebook Pixel, Shopify Analytics, HotJar and Extreme DM tracking will be blocked.
- ☒ Enable Google Analytics anonymized IP tracking
This will work only when analytics is allowed. [Learn more about IP anonymization.](#)

What does Tracking Users Anonymously exactly mean?

After following the instruction above, IP of all users visiting the website will be altered before sending the tracking data to Google. This will make impossible for search engines to directly assign tracking data to an exact IP Address making this action GDPR & CCPA compliance even if the user didn't accept cookie consent.

For more advanced information for this functionality access [this link](#).

2.5.3 If you want to block a specific cookie

To find a script to block, view page source, search for '<script>', '<noscript>' and '<iframe>' tags. Then, to block a tag, copy any of its content fragment, eg.

In the Service Name field, you should add the script that needs to be block in the site. For example:

for script:

```
<script type='text/javascript' src='http://ct11.pinky.createit/boilerplate/wp-includes/js/jquery/jquery.js?ver=1.12.4'></script>
```

- you can copy: 'jquery.js'

for tag:

```
<noscript>var x=start_tracking();</noscript>
```

- you can copy: 'start_tracking()'

for iframe:

```
<iframe width="200" height="113" src="https://www.youtube.com/embed/
xxxxx?feature=oembed" frameborder="0" allow="autoplay; encrypted-
media" allowfullscreen></iframe>
```

- *you can copy:* 'youtube.com' or 'encrypted-media' or any other part of the tag content

Note: It's best to copy as large and unique tags content as possible, to avoid blocking other, non related tags by accident. By default, if particular services cookies are detected, these scripts contents are set to be blocked

```
Addthis:
addthis_widget

Google Analytics
google-analytics.com/analytics.js
```

```
Facebook Pixel:
"pixel-cat.",
"fbq('init'",
"www.facebook.com/tr?id",
"/pixelyoursite/"
```

2.5.4 How to check for cookies

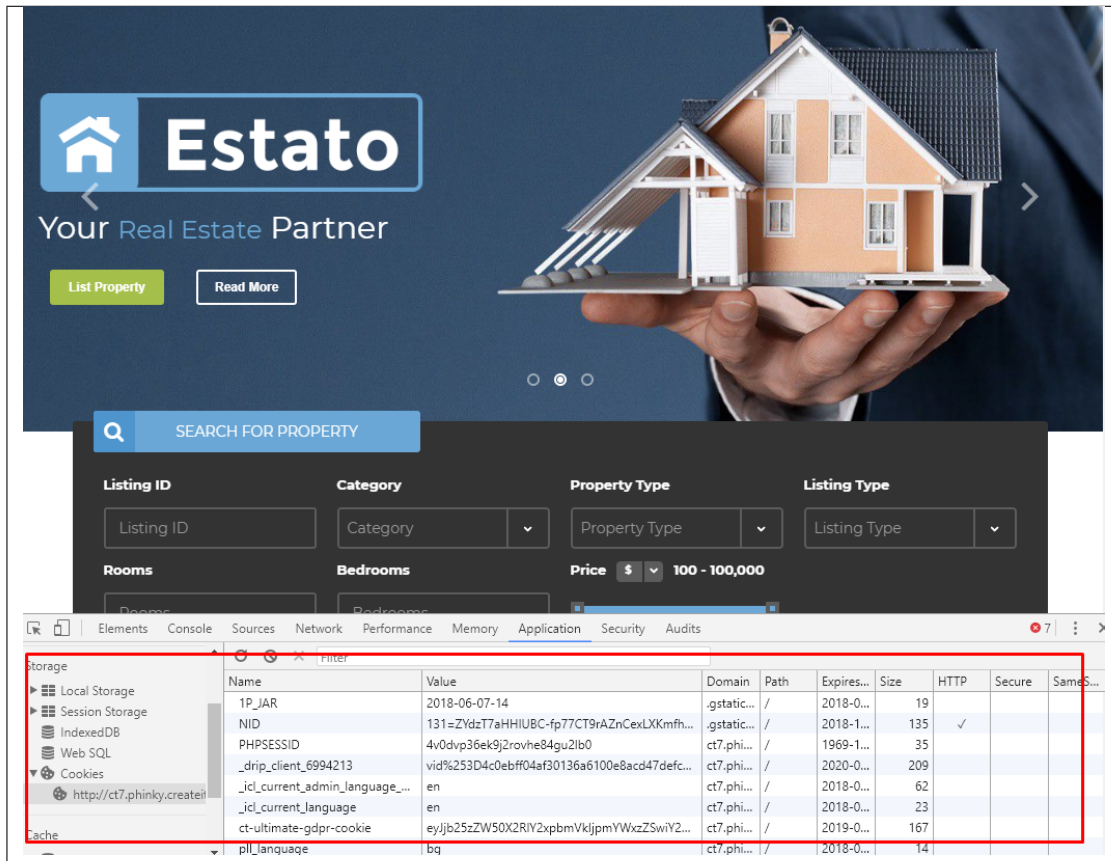
Mozilla Firefox

In Firefox, press F12 and navigate to Storage tab. There a list of cookies with all necessary information should be displayed.

Name	Domain	Path	Expires on	Last accessed on	Value	HttpOnly	sameSite
ct-ultimate-gd...	ct7.phinky.crea...	/	Sat, 08 Jun 2019 14:04:18 ...	Fri, 08 Jun 2018 14:04:18 ...	eyJjb25ZZW50X2RlY2xpbnVkdjpmYWxzZS...	false	Unset
PHPSESSID	ct7.phinky.crea...	/	Session	Fri, 08 Jun 2018 14:04:09 ...	250gdttrqmtuvvbnb8rp1no1c	false	Unset
pll_language	ct7.phinky.crea...	/	Fri, 08 Jun 2018 22:50:29 ...	Fri, 08 Jun 2018 14:04:53 ...	bg	false	Unset

Google Chrome

In Google Chrome, press F12 and navigate to Application tab. Click on the drop down arrow beside Cookies below Storage. The list of cookies with all necessary information should be displayed.

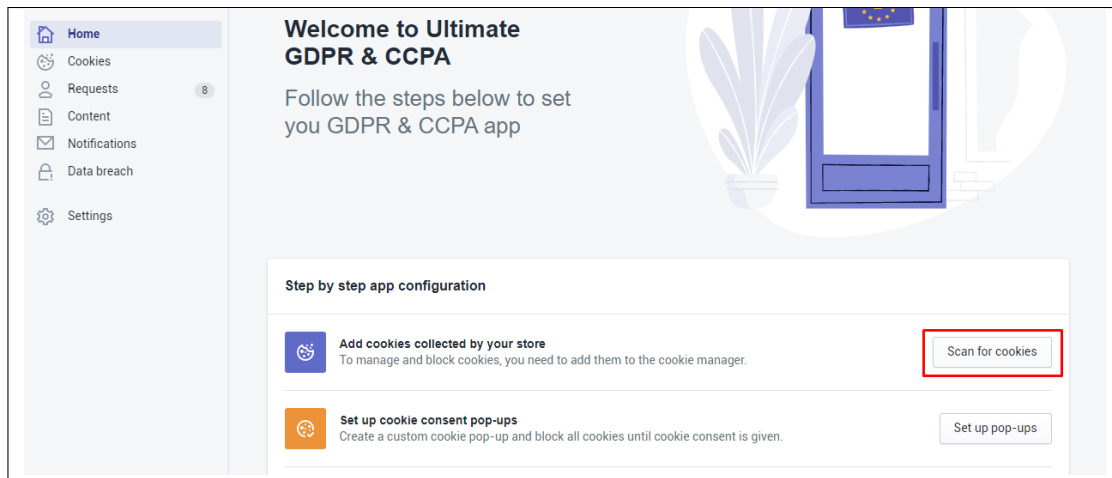


App

Cookies can also be detected using plugin's built in mechanism called "Scan for cookies". Cookie detection can be done using one button.

Navigate to **Home** or **Cookies > Cookie manager**. You will find there **DScan for cookies** button.

Please be patient, since this process might take a while. If no cookies were found please wait for around one hour and try again. In case this does not help please contact our support.

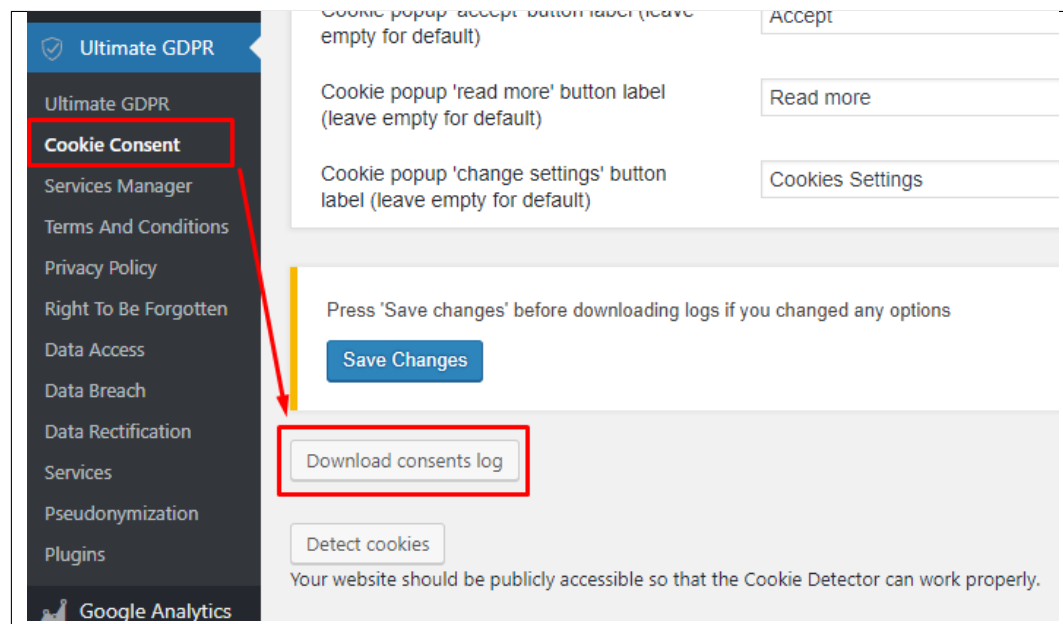


2.6 Consent Log's Storage

This feature will store the consents from the users of your site. Currently, we support logs for *Cookie Consent*. You can download the consent logs using the following:

- **Cookie Consent**

Cookies > Cookie consent



2.6.1 Logged Users

Users of your website that are logged in with whom accepted any of the consent that are supported will be registered in the log for that service.

Sample log for Terms and Conditions:

```

ct-ultimate-gdpr-terms-logs - Notepad
File Edit Format View Help
id: 2type: ct-ultimate-gdpr-termsuser_id: 1email: j [REDACTED] .pluser_ip: user_agent: time:
1532433034data: {"terms_expire_time":1563969034,"terms_consent_time":1532433034,"terms_version":"1.0"}

```

The user id, email address, and time of consent, of the user will show in the log.

2.6.2 Non-logged In Users

Users that are not logged in that accepted any of the consent that are supported will be registered in the log for that service.

There are two ways that the consent is registered:

Note: You can enable both options.

Consent logging

If visitor hasn't accepted privacy policy

☒ Log their IP address

☐ Log their user agent

The User-Agent request header contains a characteristic string that allows the network protocol peers to identify the application type, operating system, software vendor or software version of the requesting user

1. Logged by User IP

This feature will work when “*When logging consents of users who did not accept Privacy Policy, log their IP*” is activated.

The IP of the user will be shown with the user id and time of consent.

- Sample log for Terms and Conditions:

```

ct-ultimate-gdpr-cookie-logs (2) - Notepad
File Edit Format View Help
id: 1type: ct-ultimate-gdpr-cookieuser_id: 0user ip: 192.168.200.84user_agent: Mozilla/5.0
(Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/67.0.3396.99
Safari/537.36time: 1531204289data: {"consent_declined":false,"consent_expire_time":1559726120,"consent_level":3,"consent_time":1531204289}

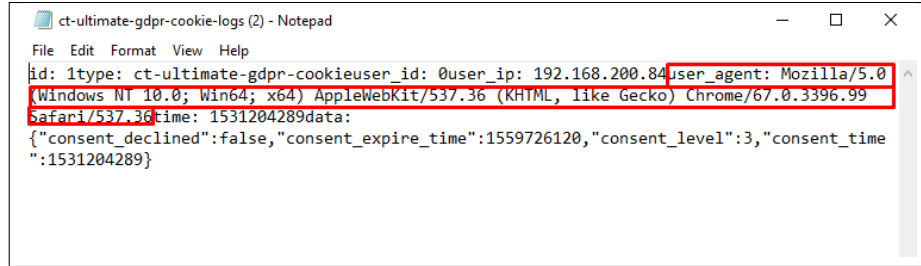
```

2. Logged by User Agent

This feature will work when “*When logging consents of users who did not accept Privacy Policy, log their User Agent*” is activated.

The browser and computer details of the user will be shown with the user id and time of consent.

- Sample log for Terms and Conditions:



2.7 Content Protection

This feature is used by using this shortcode: `{{ultimate_gdpr_protection level=4}}` & `{{/ultimate_gdpr_protection level=4}}`

This feature will hide any content inside the shortcode unless the cookie group chosen by the user of the site will meet the requirements of the shortcode.

To add the shortcode in the page, follow this format:

`{{ultimate_gdpr_protection level=4}}` Hidden content `{{/ultimate_gdpr_protection}}`

Note: The level in `{{ultimate_gdpr_protection level=4}}` is the cookie group condition that needs to be met for the blur to clear.

Level	Cookie Group
1	Essentials
2	Functionality
3	Analytics
4	Advertising

A label/notice will be shown in front of the blurred area.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

This content requires cookies consent

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Sample when condition is met

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2.8 Customize

2.8.1 Cookie consent pop-up

To customize the look and content of the cookie popup, go to **Cookies > Cookie Consent** and choose **Customize** in **Cookie Consent pop-up**

The screenshot shows the 'Cookie consent' configuration page. On the left sidebar, 'Cookies' and 'Cookie consent' are highlighted with red boxes. A red arrow points from 'Cookie consent' to the 'Customize' button in the 'Cookie consent pop-up' section. The main content area is divided into two sections: 'Consent logging' and 'Cookie consent pop-up'.

Consent logging

If visitor hasn't accepted privacy policy

- ☒ Log their IP address
- ☐ Log their user agent

The User-Agent request header contains a characteristic string that allows the network protocol peers to identify the application type, operating system, software vendor or software version of the requesting user

Cookie consent pop-up

Select who will see the pop-up, where it will be displayed and when it will appear again after consent is given.

[Customize](#)

Visitors to be asked for consent

- ☐ Show pop-up to and block cookies for visitors from the EU only
- ☒ Show pop-up to and block cookies for all visitors
- ☐ Don't show pop-up to anyone (blocking cookies is still possible as per other settings)

Pages to display pop-up

< Cookie consent

Customize cookie consent pop-up

Default Content

Header

Description

Buttons

ACCEPT

Text

Leave blank for default.

CHANGE SETTINGS

To display this button, enable the cookie settings pop-up on the [cookie consent page](#).

Text

Leave blank for default.

READ MORE

Text

Appearance

[Reset styles](#)

SKINS

Skin

Position

Distance from edge of page

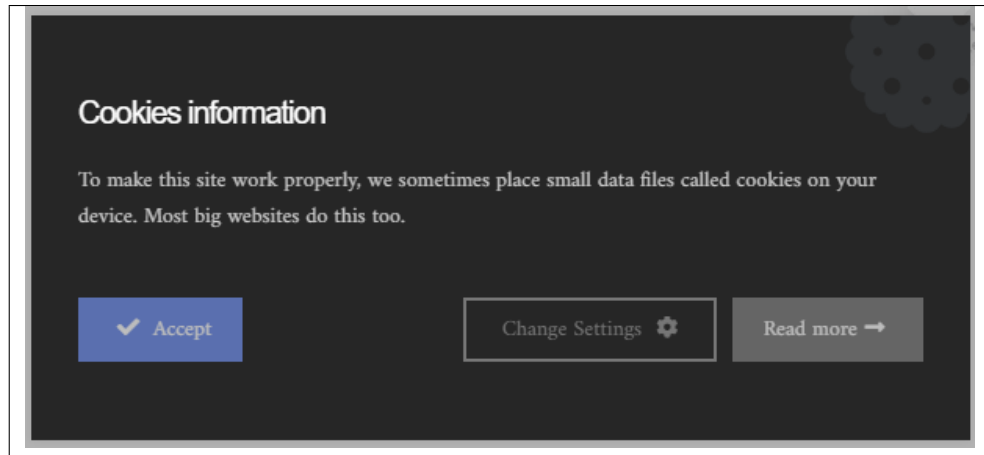
 pixels

Custom CSS

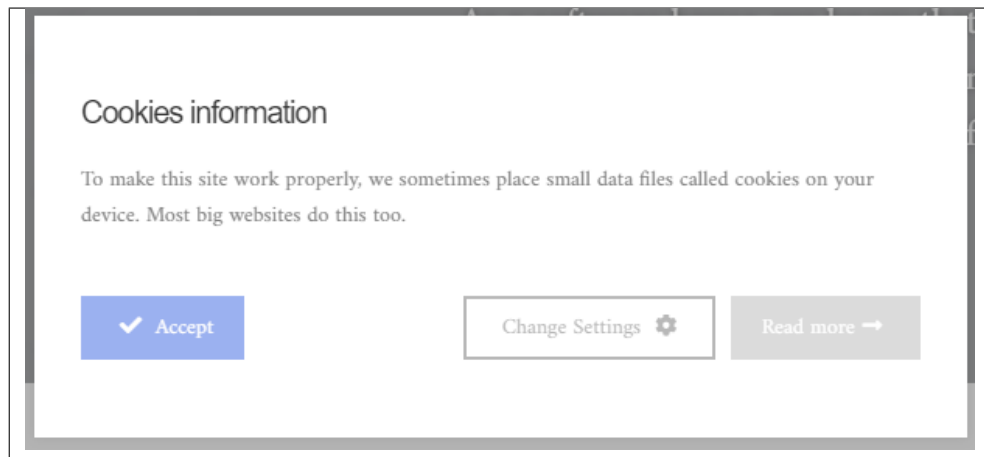
```
#ct-ultimate-gdpr-cookie-change-
settings { border-width: 1px; }
```

[Learn more about custom styling.](#)

- **Default Content** - Details in the cookie popup that informs the user of its use.
 - **Header** - Set the text for the header of the pop-up
 - **Description** - Set the text for the description of the pop-up
- **Buttons** In this section set text for the buttons used in the pop-up:
 - ACCEPT
 - CHANGE SETTINGS
 - READ MORE - Also allow to choose the page to which user will be redirected after clicking the button.
- **Translation for English** - Prepare a translation for the Customize cookie consent pop-up. The translation will be used when certain language is detected.
- **Appearance** - Edit appearance of the Customize cookie consent pop-up
 - **Skin** - Choose one of the Customize cookie consent pop-up's skin which will fit your website the best (there is 20 skins to chose from!) for example:
 1. **Classic dark**



2. Classic light



- **Position** - Choose the possible position from 7 options (Top left, Top full width, Top right, Bottom left, Bottom full width, Bottom right)
- **Distance from edge of page** - Set the distance from the edge in pixels
- **Custom CSS** - Custom CSS style for the cookie popup.

Additional options for Skins.

Note: These additional options will show and work only with the Skin type: **Custom**.

Appearance [Reset styles](#)

SKINS

Skin

Custom

Position

Bottom left

Distance from edge of page

20 pixels

POP-UP

Header color

#e20505

Text color

#000000

Background color

#ffffff

Background image URL

https://images.pexels.com/photos/33

A link to a GIF, JPEG or PNG image, e.g.
https://yourstore.com/image.png.

Shape

Rectangular

Button styles

GENERAL

- **Appearance**

- **Header color** - Choose the custom color of the *header* text
- **Text color** - Choose the color of the *description* text
- **Background color** - Choose the color which will be used for the pop-up background
- **Background image URL** - Instead of choosing background color can be used a link to a GIF, JPEG or PNG image
- **Shape** - Choose one of the available shapes of the pop-up box (Rectangular, Rounded corner 5px, Rounded corners 25px)

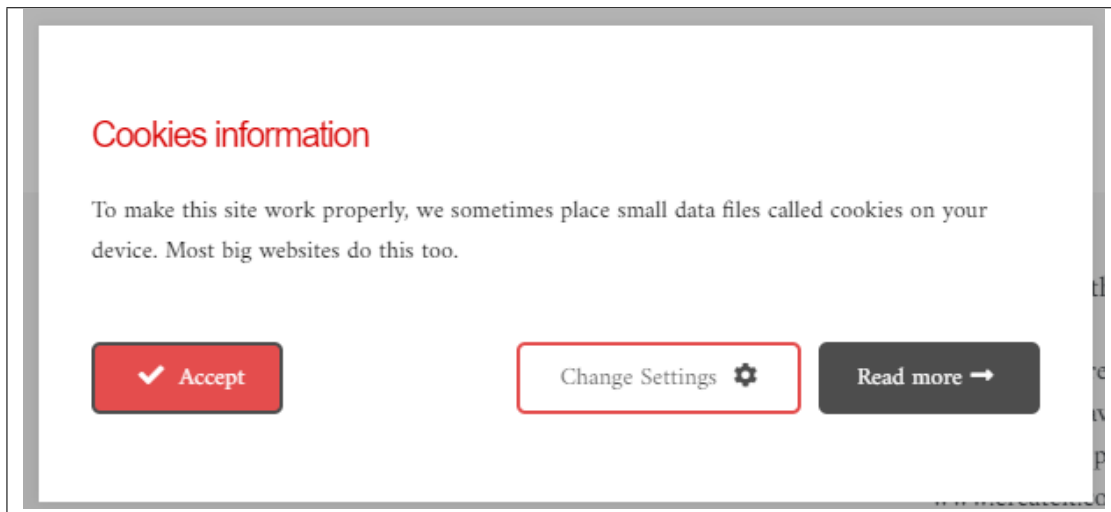
- **Button styles**

- **Type** - Choose between showing the *button* with icons and text or only with a text content
- **Shape** - Choose one of the available shapes of the *buttons* (Pill shape, Rounded corner, Rectangular)
- **Text color** - Choose the color of the *button* text
- **Background color** - Choose the color which will be used for the *button* background
- **Border color** - Choose the color which will be used for the *button's border* background
- **Border width** - Choose the width of the buttons' border

There are 3 sets of these options below that will allow to separately style Accept button, Change settings button and Read more button

- **Text color** - Choose the color of the *button* text
- **Background color** - Choose the color which will be used for the *button* background
- **Border color** - Choose the color which will be used for the *button's border* background
- **Border width** - Choose the width of the buttons' border

Using the available option allow to create a custom looking pop-up for example:



Cookie settings pop-up

Age verification pop-up

Privacy center

2.8.2 Terms of service and Privacy Policy

Buttons

Consent

Place {{ultimate_gdpr_privacy_accept}} shortcode on your existing Privacy policy page to add an accept button.

Accept button style

Theme default
Theme default
Cookie consent pop-up style

☐ Administrators and staff
☐ Logged in users
☒ Guest users

Page to redirect to after policy is accepted

Don't redirect

Consent expiration time

30
days

The time until visitors are asked for consent again.

Additional options

Convert any text within your store to a link to the Privacy policy page and add user agents that will not be blocked.

Text to be converted to link

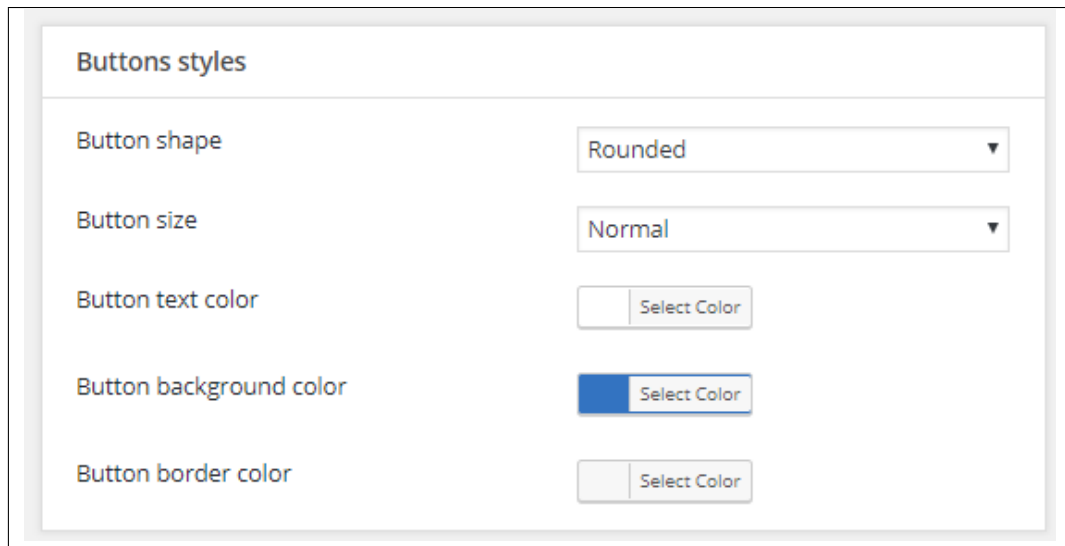
To customize the buttons for Terms and Conditions and Privacy Policy, you have 2 options: **Theme Default** or **Cookie box buttons**

- **Theme Default**

This is the default button design that your WP theme is using. It will give you a uniform look to your site.

- **Cookie consent pop-up style**

This option is using the same button design as the Cookie consent. Which you can change in **Cookies > Cookie consent** and click **Customize** in the **Cookie consent pop-up** section .



The image shows a configuration panel titled "Buttons styles". It contains five settings:

- Button shape:** A dropdown menu set to "Rounded".
- Button size:** A dropdown menu set to "Normal".
- Button text color:** A color selection button labeled "Select Color".
- Button background color:** A color selection button showing a blue swatch and labeled "Select Color".
- Button border color:** A color selection button labeled "Select Color".

Bot Detection

Detect whether a bot (Google bot) or a human enters the site and enforce the Terms and Conditions and Privacy Policy.

You can add the bot name in:

- **Terms and Conditions** - Ultimate GDPR & CCPA > Terms and Conditions > Do not block user agents (eg. bots) containing the following texts (comma separated)
- **Privacy Policy** - Ultimate GDPR & CCPA > Privacy Policy > Do not block user agents (eg. bots) containing the following texts (comma separated)

Note: You can see the bot database [here](#)

2.8.3 Right to be Forgotten

Note: This feature will show the plugins that are integrated in Ultimate GDPR that gather data from the users.

Changing the Text in Forgotten Form

PERSONAL DATA ACCESS **FORGET ME** DATA RECTIFICATION

Below, you can browse services which collects your personal data on this website. Check services you wish to be forgotten by. This will send a request to the website admin. You will be notified by e-mail once this is done."

- ☐ **WooCommerce**
WooCommerce gathers data entered by users in shop orders
- ☐ **WP Comments**
WordPress Comments are data entered by users in comments
- ☐ **WordPress Posts**
WordPress posts author data
- ☐ **WP User Data**
WordPress user data stored as user meta data in database

Email:

☐ I consent to have my email collected in order to process this request. See Privacy Policy page for more information.

SUBMIT

You can change the Name and Description that will be shown in the Forget Me tab of the GDPR shortcode.

To customize the text in the form for Right to be Forgotten, go to **Ultimate GDPR & CCPA > Services**.

Look for the service that you would like to change.

Note: For this example, we'll use WooCommerce.

WooCommerce

[WooCommerce] Name: WooCommerce Sample

[WooCommerce] Description: Sample Description

[WooCommerce] Inject consent checkbox to order fields:

[WooCommerce] Inject consent checkbox to account forms:

[WooCommerce] Inject consent checkbox to checkout:

Add the Changes that you want, then click on the *Save Changes* button.

It should reflect in the form:

PERSONAL DATA ACCESS

FORGET ME

DATA RECTIFICATION

Below, you can browse services which collects your personal data on this website. Check services you wish to be forgotten by. This will send a request to the website admin. You will be notified by e-mail once this is done."

☐ **WooCommerce Sample**
Sample Description

Name
Description

☐ **WP Comments**
WordPress Comments are data entered by users in comments

☐ **WordPress Posts**
WordPress posts author data

☐ **WP User Data**
WordPress user data stored as user meta data in database

Email:

☐ I consent to have my email collected in order to process this request. See Privacy Policy page for more information.

SUBMIT

Modify Right to be Forgotten Form

There are 2 ways to remove an option in the *Right to be Forgotten* form.

PERSONAL DATA ACCESS

FORGET ME

DATA RECTIFICATION

Below, you can browse services which collects your personal data on this website. Check services you wish to be forgotten by. This will send a request to the website admin. You will be notified by e-mail once this is done."

☐ **WooCommerce**
WooCommerce gathers data entered by users in shop orders

☐ **WP Comments**
WordPress Comments are data entered by users in comments

☐ **WordPress Posts**
WordPress posts author data

☐ **WP User Data**
WordPress user data stored as user meta data in database

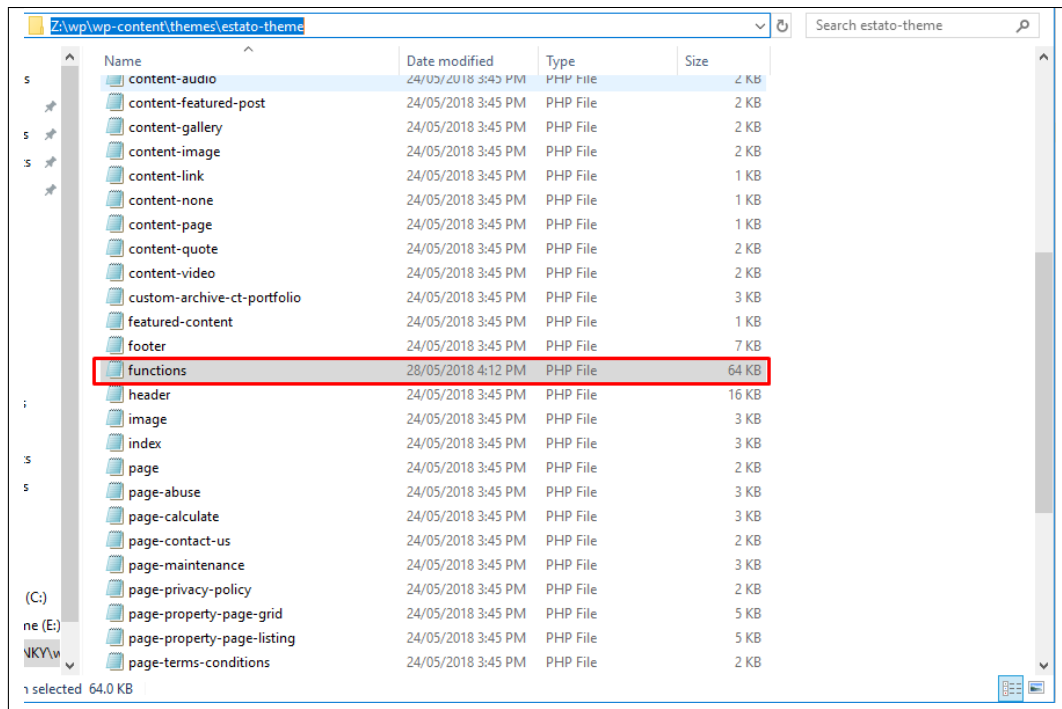
Email:

☐ I consent to have my email collected in order to process this request. See Privacy Policy page for more information.

SUBMIT

Note: This example will remove the WP Comment from the *Right to be Forgotten* form.

1. Adding a filter in the functions.php of the theme that is used



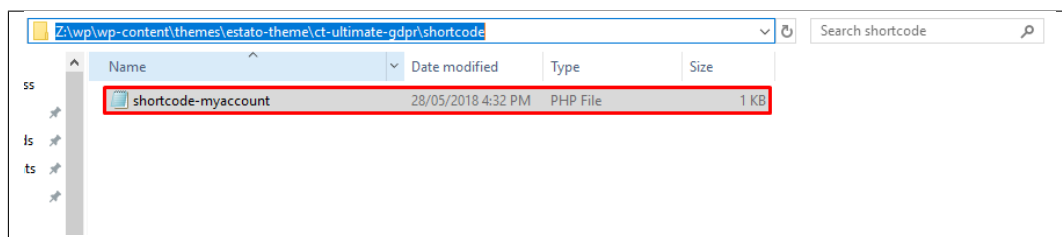
Add this filter in the file:

```
add_filter( 'ct_ultimate_gdpr_model_services_default', 'my_services' );
function my_services( $services ) {

    foreach( $services as $key => $val ) {
        if ( $val == 'CT_Ultimate_GDPR_Service_WP_Comments' ) {
            unset( $services[ $key ] );
        }
    }
    return $services;
}
```

2. Overwrite the Shortcode's template

Create a Php file in your theme with a file name: shortcode-myaccount.php



Then add this code in the file:

```
<?php

/** @var CT_Ultimate_GDPR_Service_Abstract $service */
foreach ( $options['services'] as $service ) :

    if ( $service->get_id() == 'wp_comments' ) :
```

```

continue;
endif;

?>
<div class="ct-ultimate-gdpr-service-options">
<div class="ct-ultimate-gdpr-service-option">
<input type="checkbox" name="ct-ultimate-gdpr-service-forget[]"
value="<?php echo esc_attr( $service->get_id() ); ?>"
/>
</div>
<div class="ct-ultimate-gdpr-service-details">
<div class="ct-ultimate-gdpr-service-title"><?php echo esc_html( $service-
->get_name() ); ?></div>
<div class="ct-ultimate-gdpr-service-description"><?php echo esc_html(
->$service->get_description() ); ?></div>
</div>
</div>

<?php endforeach; ?>

```

2.9 Export/Import Options

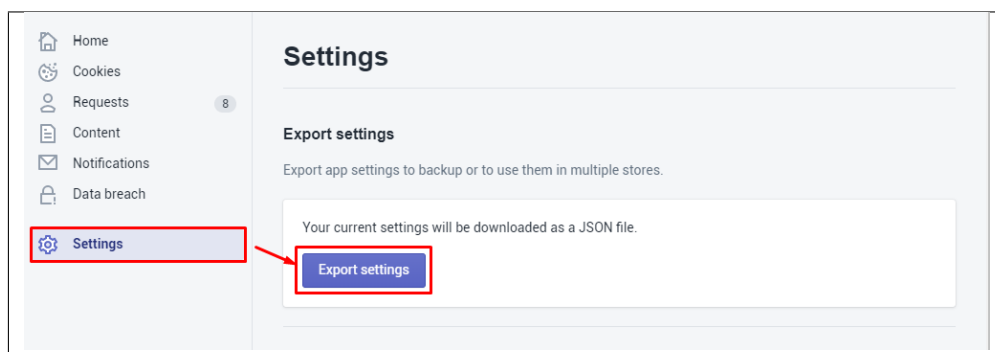
Our GDPR & CCPA Toolkit allows to export and import the current app settings or the services from *Cookie manager*

This give an efficient and fast way to copy current GDPR & CCPA settings to another store that has Ultimate GDPR & CCPA Toolkit installed.

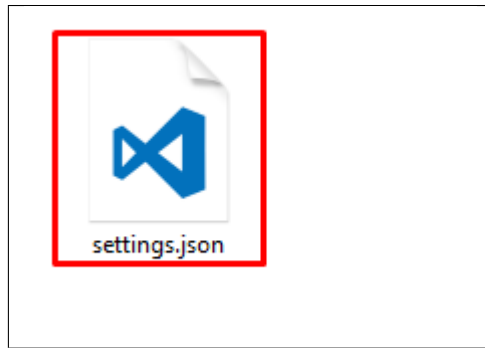
2.9.1 GDPR & CCPA Toolkit Settings

Export

- **Step 1.** To export the GDPR & CCPA Toolkit Settings, simply go to **Settings** in the app's sidebar menu. You will find the options to Export all of the settings.

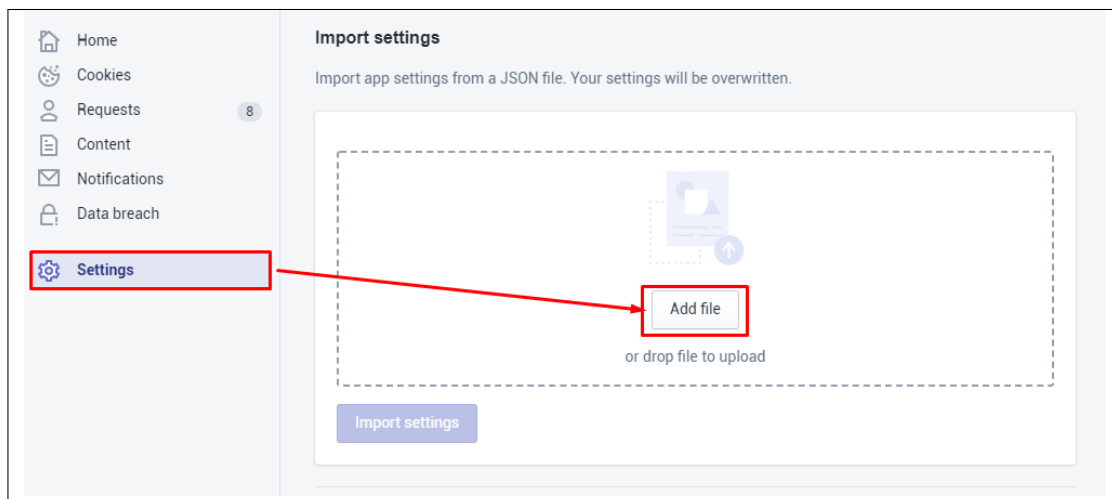


- **Step 2.** Click on the button and a .json file will be downloaded.
- **Step 3.** This contains the settings from your Ultimate GDPR & CCPA Toolkit. This can be used to import the settings.

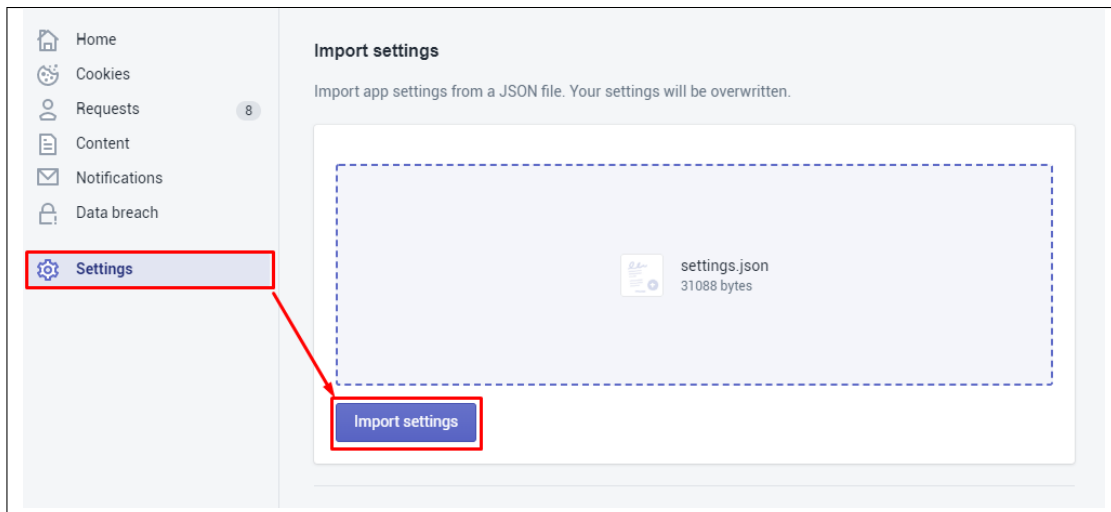


Import

- **Step 1.** To import the GDPR & CCPA Toolkit Settings, simply go to ****Settings*** in the app's sidebar menu. You will find the options to Import all of the settings.



- **Step 2.** Click on the button and you will be asked to choose the .json file for the GDPR & CCPA Toolkit.
- **Step 3.** Once you have chosen a file, *below* the Choose file button you will see the **Import settings** settings button.
- **Step 4.** Click on the **Import settings** button, this will import all the details in the .json file.

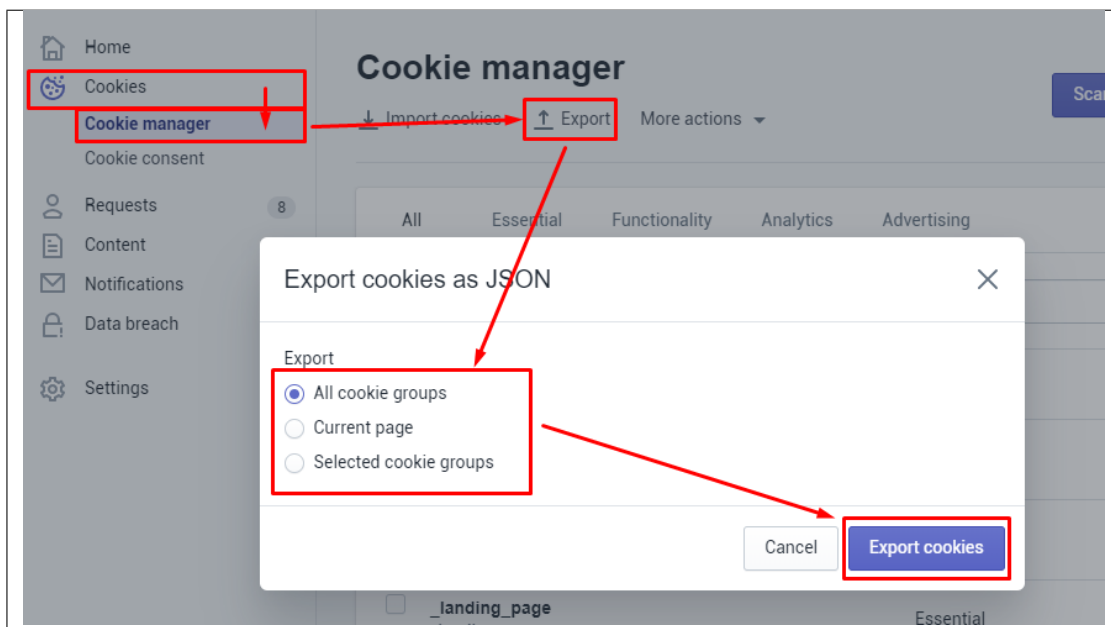


2.9.2 Services from Cookie manager

Export

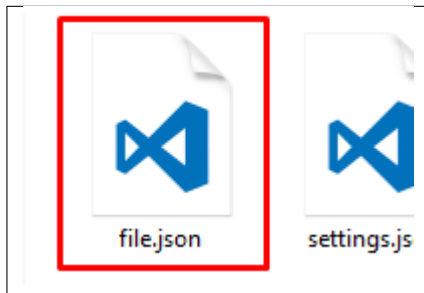
To export the Services in the Cookie manager of a Ultimate GDPR & CCPA Toolkit, follow these steps:

- **Step 1.** Go to **Cookies > Cookie manager** and click **Export**.
- **Step 2.** the pop-up can be choose one of the 3 options:
 - **All cookie groups** - app will create a .json file containing all the cookies
 - **Current page** - app will create a .json file containing cookies from current page
 - **Select cookie groups** - app will create a .json file from the previously choose cookies



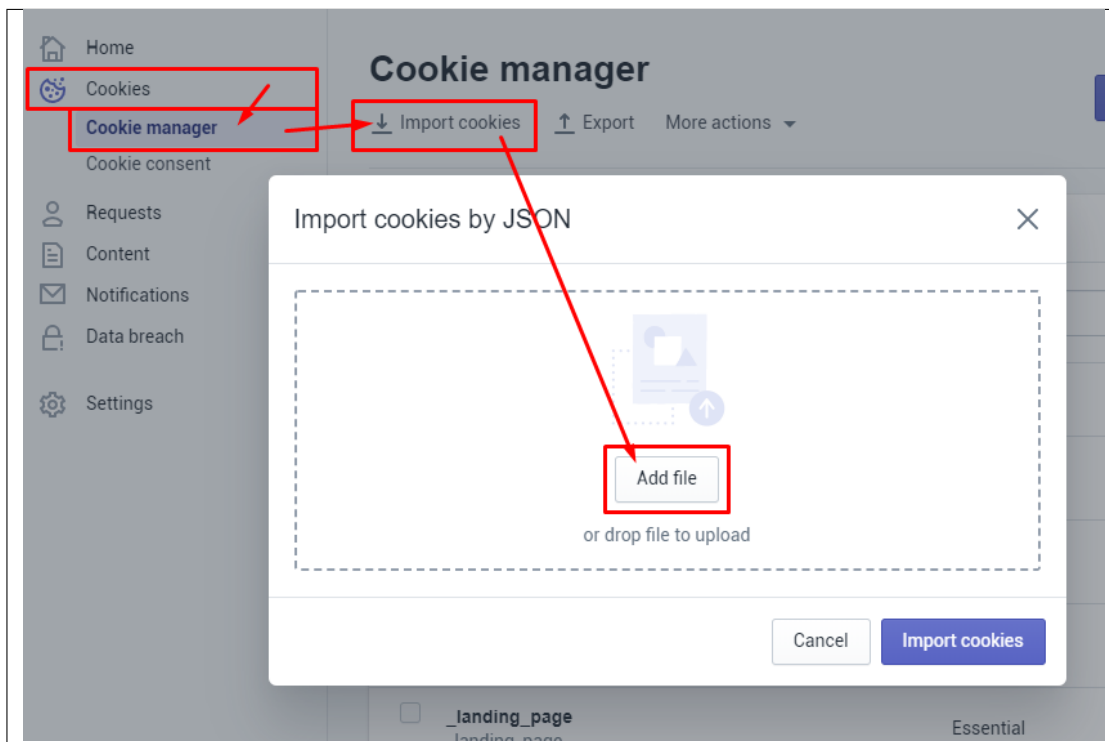
- **Step 3.** After choosing one of the mentioned options click on **Export cookies** button and a .json file will be downloaded.

- **Step 4.** file contains a copy of the cookies that are saved/added and its settings in the Service Manager.

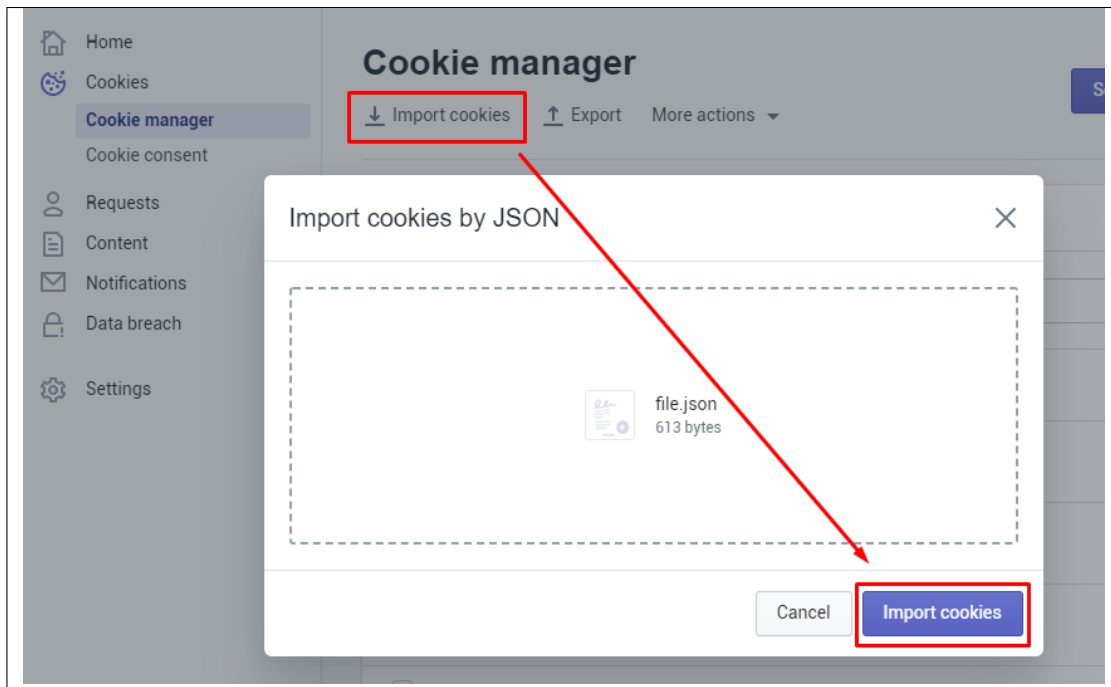


Import

- **Step 1.** To import the Services in the Cookie manager of a Ultimate GDPR & CCPA Toolkit, follow these steps:
- **Step 2.** Go to **Cookies > Cookie manager** and click **Import cookies**.
- **Step 3.** In the pop-up can be choose one of the 3 options:
 - **All cookie groups** - app will create a .json file containing all the cookies
 - **Current page** - app will create a .json file containing cookies from current page
 - **Select cookie groups** - app will create a .json file from the previously choose cookies



- **Step 4.** Click on the button and you will be asked to choose the .json file for the services.
- **Step 5.** Once you have chosen a file, below the *Add file* button you can click the **Import cookies** button.



You will see the changes in **Cookies > Cookie manager**.

App Translation

3.1 Translate GDPR & CCPA App

3.1.1 How to translate Cookie consent pop-up



To translate the cookie popup of the Ultimate GDPR & CCPA Toolkit, please go to **Cookies > Cookie consent** and click the **Customize** button for the **Cookie consent pop-up**. There you will find a section with *Translate to (...)* sections, allowing to use or custom change translations we prepared for 18 languages.

Please make sure that you checked the one you wish to use and it will be used when language is detected.

Translations for Svenska[Hide contents](#)

☒ Use these translations when language is detected

Header

Småkakor

Description

För att denna webbplats ska fungera korrekt placerar vi ibland små datafiler som kallas cookies på din enhet. De flesta stora webbplatser gör det också.

Buttons

ACCEPT

Text

Acceptera

Leave blank for default.

CHANGE SETTINGS

To display this button, enable the cookie settings pop-up on [the cookie consent page](#).

Text

Cookies-inställningar

Leave blank for default.

READ MORE

Text

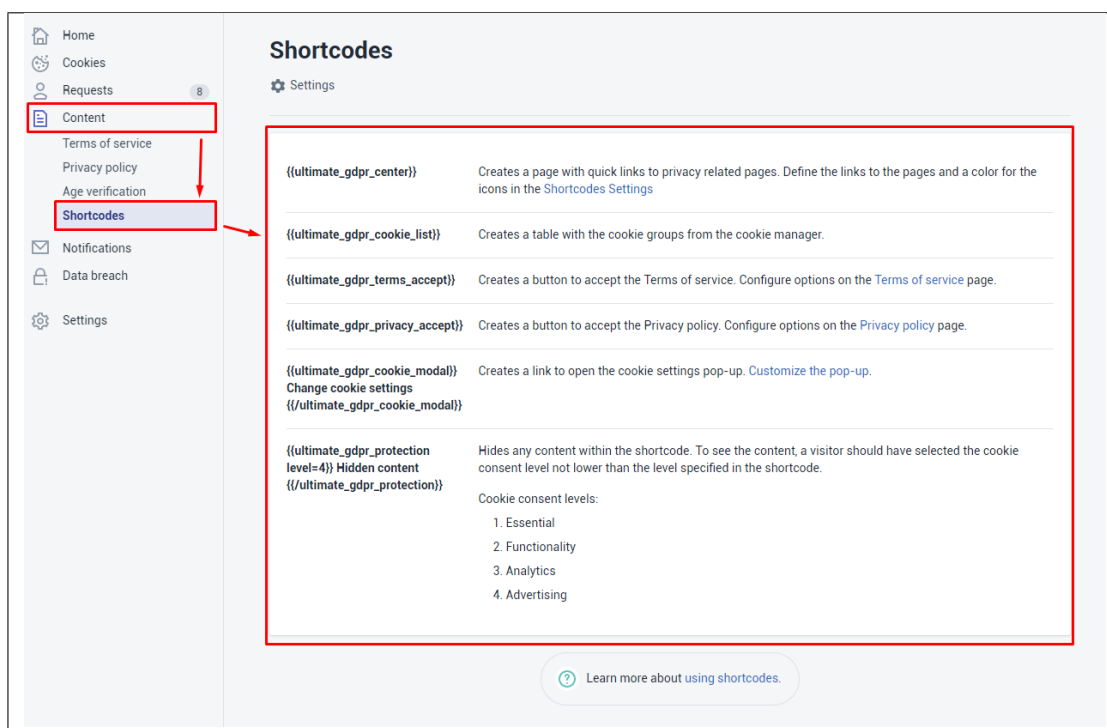
Läs mer

Leave blank for default.

Shortcodes

4.1 Available App Shortcodes

All the shortcodes used in the app can be found in the Ultimate GDPR & CPPA Toolkit menu on path **Content > Shortcodes**



4.1.1 `{{ultimate_gdpr_cookie_list}}`

This shortcode will let you show the cookies that are saved in Services Manager. To edit the information about the showed cookies please go to **Cookies > Cookie manager**

Cookie names	Type of cookie	First or Third party	Can be blocked	Session or Persistent	Expiry Time	Purpose
__cfduid	Essential	First Party	No	Persistent	2020-09-04 13:11:28	Strictly Necessary
_landing_page	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_landing_page_test_import	Analytics	First Party	No	Persistent	2019-09-19 13:11:29	
_orig_referrer	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_secure_session_id	Essential	First Party	No	Persistent	2020-07-28 11:45:52	

To display each cookie in a separate row please, choose Settings on path **Content > Shortcodes**

Home
 Cookies
 Requests 8
 Content

Terms of service
 Privacy policy
 Age verification
 Shortcodes

 Notifications
 Data breach
 Settings

Shortcodes

Settings

{{ultimate_gdpr_center}} Creates a page with quick links to privacy relations in the [Shortcodes Settings](#)

{{ultimate_gdpr_cookie_list}} Creates a table with the cookie groups from tl

{{ultimate_gdpr_terms_accept}} Creates a button to accept the Terms of servi

{{ultimate_gdpr_privacy_accept}} Creates a button to accept the Privacy policy.

and check *Display all cookies separately* in the *Cookie list* section.

Cookie list
 Customize the cookie list looks.

☒ Display all cookies separately

4.1.2 {{ultimate_gdpr_terms_accept}}

This shortcode will let you add a button to accept the Terms and Conditions that is in the page. The options for this shortcode could be changed in **Content > Terms of service**.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum quis elit tempus, fringilla urna sit amet, accumsan tellus. Sed et nisi lectus. Nam tempus rhoncus. Nunc egestas ligula eget neque pretium, sed eleifend nisl aliquam. Orci ac augue tempus venenatis. Mauris at felis eleifend, iaculis justo dignissim.

Accept terms

To change the style of the button please go to **Content > Terms of service** where in **Consent** section can be choose:

Consent

Place `{{ultimate_gdpr_terms_accept}}` shortcode on your existing Terms of service page to add an accept button.

Accept button style

Theme default

Users required to accept terms of service

☐ Administrators and staff
☐ Logged in users
☒ Guest users

Page to redirect to after terms are accepted

Don't redirect

Consent expiration time

30 days

The time until visitors are asked for consent again.

- **Accept button style**
 - **Theme default** - will use the style provided by the used theme
 - **Cookie consent pop-up style** - will use the style choose in the cookie consent
- **Users required to accept terms of service** - choose groups which will be required to accept the Privacy policy
- **Page to redirect to after terms are accepted** - to this page customer will be forwarded
- **Consent expiration time** - The time until visitors are asked for consent again.

4.1.3 `{{ultimate_gdpr_privacy_accept}}`

This shortcode will let you add a button to accept the Privacy Policy that is in the page. The options for this shortcode could be changed in **Content > Privacy policy**.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum quis elit tempus, fringilla urna sit amet, accumsan tellus. Sed et nisi lectus. Nam tempus rhoncus . Nunc egestas ligula eget neque pretium, sed eleifend nisl aliquam. Orci ac augue tempus venenatis. Mauris at felis eleifend, iaculis justo dignissim.

Accept privacy policy

To change the style of the button please go to **Content > Privacy Policy** where in **Consent** section can be choose:

Consent

Place `{{ultimate_gdpr_privacy_accept}}` shortcode on your existing Privacy policy page to add an accept button.

Accept button style

Theme default

Users required to accept privacy policy

☐ Administrators and staff
☐ Logged in users
☒ Guest users

Page to redirect to after policy is accepted

Don't redirect

Consent expiration time

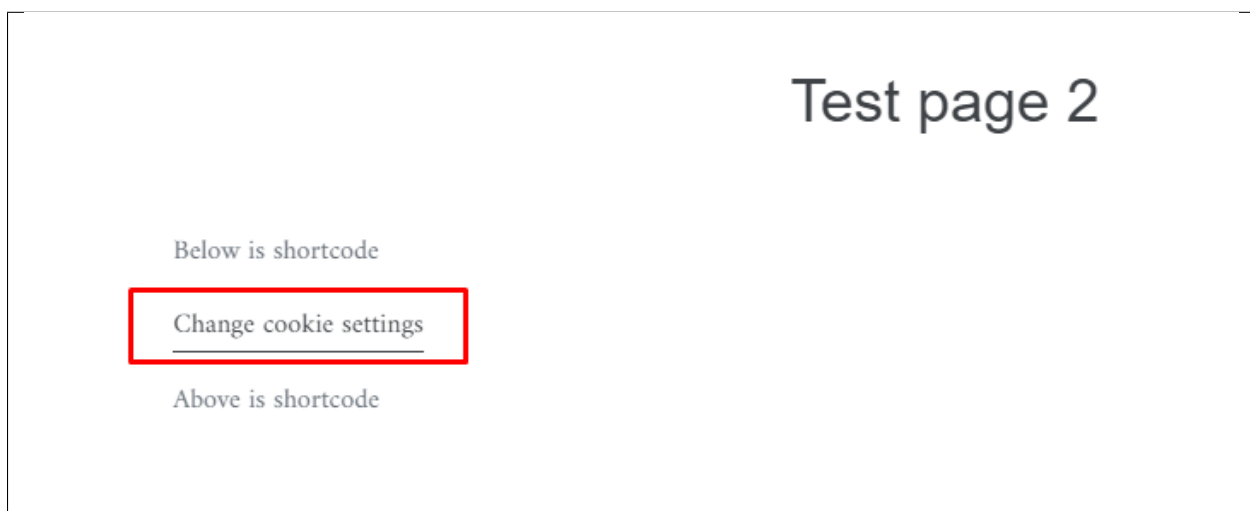
30 days

The time until visitors are asked for consent again.

- **Accept button style**
 - **Theme default** - will use the style provided by the used theme
 - **Cookie consent pop-up style** - will use the style choose in the cookie consent
- **Users required to accept privacy policy** - choose groups which will be required to accept the Privacy policy
- **Page to redirect to after policy is accepted** - to this page customer will be forwarded
- **Consent expiration time** - The time until visitors are asked for consent again.

4.1.4 `{{ultimate_gdpr_cookie_modal}}` Change cookie settings `{{/ultimate_gdpr_cookie_modal}}`

This shortcode will let you create a link for the Advance cookie settings. You can add it any where on your site.



4.1.5 `{{ultimate_gdpr_protection level=4}}` Hidden content `{{/ultimate_gdpr_protection}}`

This shortcode will hide any content in the shortcode unless the cookie group chosen by the user of the site will meet the requirements of the shortcode.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

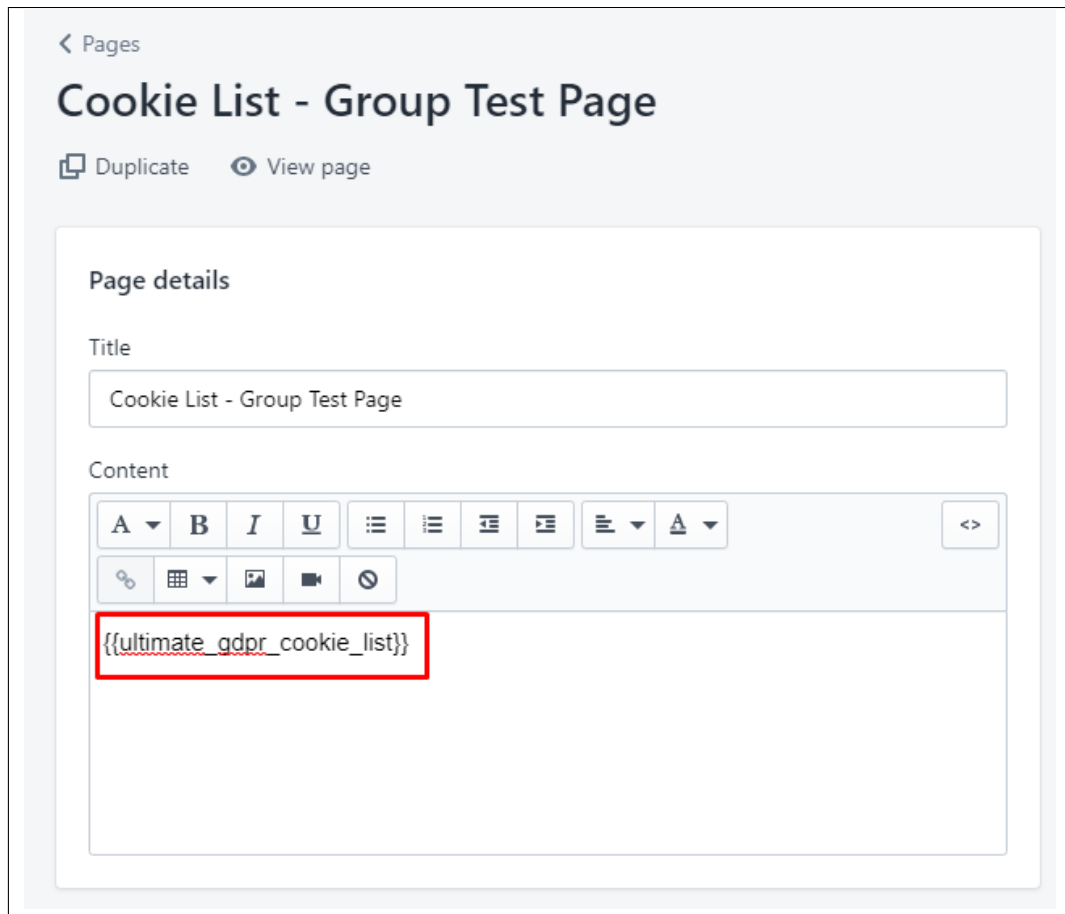
This content requires cookies consent

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

4.2 How to add Shortcode to a page



To add the shortcode to the page please follow the steps below:

- Step 1. In App menu go to **Content > Shortcodes** and copy shortcode you want to add.
- Step 2. Go to **Online Store** section of your store
- Step 3. Go to **Pages** and create new page clicking on the **Add page** button or access already created page by clicking on it.
- Step 4. Paste the shortcode which was copy in the **Step 1**.



< Pages

Cookie List - Group Test Page



 Duplicate  View page






Page details

Title

Cookie List - Group Test Page

Content

{{ultimate_gdpr_cookie_list}}

- Step 5. Click **Save** button on the bottom of the page. And that's it!

Cookie List - Group Test Page

Cookie names	Type of cookie	First or Third party	Can be blocked	Session or Persistent	Expiry Time	Purpose
__cfduid	Essential	First Party	No	Persistent	2020-09-04 13:11:28	Strictly Necessary
_landing_page	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_landing_page_test_import	Analytics	First Party	No	Persistent	2019-09-19 13:11:29	
_orig_referrer	Essential	First Party	No	Persistent	2019-09-19 13:11:29	
_secure_session_id	Essential	First Party	No	Persistent	2020-07-28 11:45:52	
_shopify_fs	Essential	First Party	Yes	Persistent	2021-08-25 13:11:30	
_shopify_s	Essential	First Party	Yes	Persistent	2019-09-05 13:41:30	
_shopify_sa_p	Essential	First Party	Yes	Persistent	2019-09-05 13:41:30	
_shopify_sa_t	Essential	First Party	Yes	Persistent	2019-09-05 13:41:30	
_shopify_y	Essential	First Party	Yes	Persistent	2021-08-25 13:11:30	
cart_sig	Essential	First Party	No	Persistent	2019-09-19 13:11:29	

5.1 Cookie consent pop-up

5.1.1 Cookie pop-up doesn't work after changing theme

If the theme used in the Shopify store will be changed after activation of our app, there might be shown some problems like:

- The new provided settings will not be showing correctly on the site (for example showing incorrect font)
- The cookie popup or age verification (if set to show) will not appear on the store page, leaving there only the gray overlay

How to solve it? The best and quickest way to fix this problem is to access Shopify's admin page and from there go to *Apps > Ultimate GDPR & CCPA* and then choose one of the options provided by the app, add any type of change and save. This will refresh the assets fixing the problem.

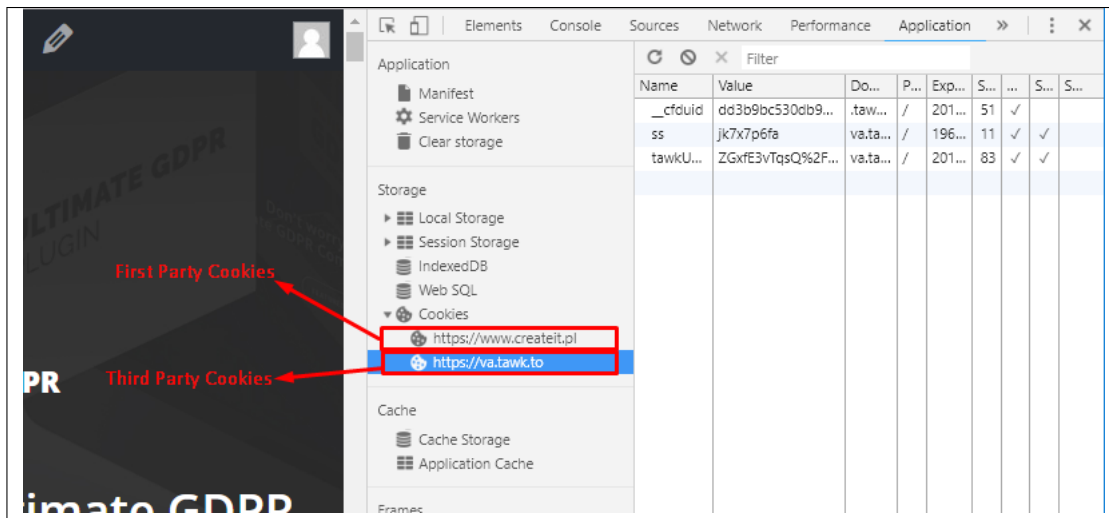
5.2 3rd Party Cookies

5.2.1 What are third-party cookies?

In “third-party cookie”, the word “party” refers to the domain as specified in the cookie; the website that is placing the cookie.

So, for example, if you visit *example.com* and the domain of the cookie placed on your computer is *example.com*, then this is a first-party cookie.

If, however, you visit *example.com* and the cookie placed on your computer says *some-other-site.com*, then there are third-party cookies generated.



5.3 Blocking Cookies

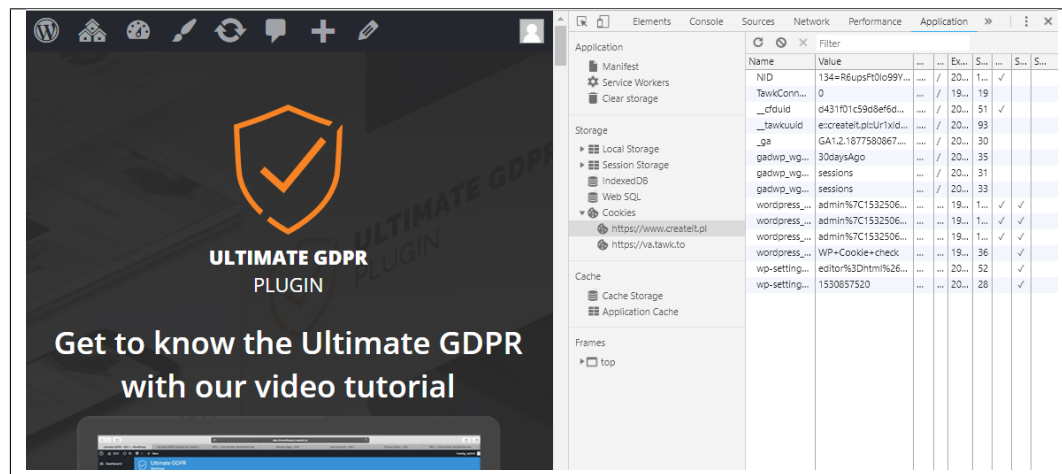
5.3.1 Why are some cookies not Blocked?

These are some of the reasons why this happens:

- **User have visited the site before the plugin was activated.**

We don't want to block all the cookies since the user already interacted with the site.

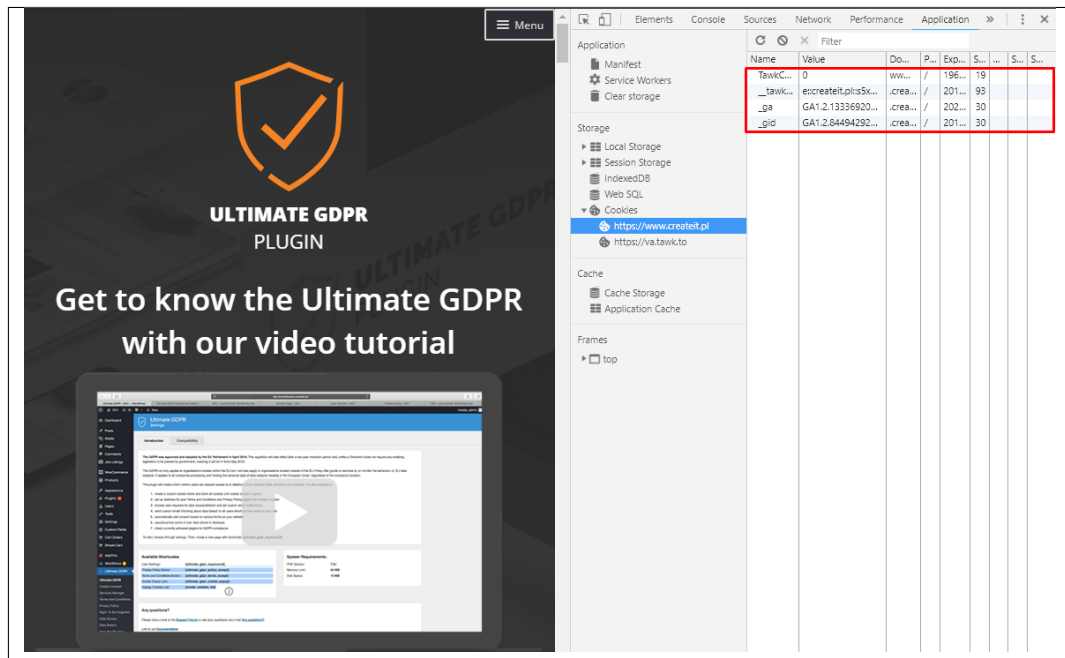
These cookies are saved in the users computer and could be removed by clearing the computer's cache history.



- **Cookie is essential for the site to work.**

These are cookies that are needed for your site to work properly. These cookies are usually added in the cookie whitelist.

To know more about Cookie Whitelist, read this part of the [documentation](#).

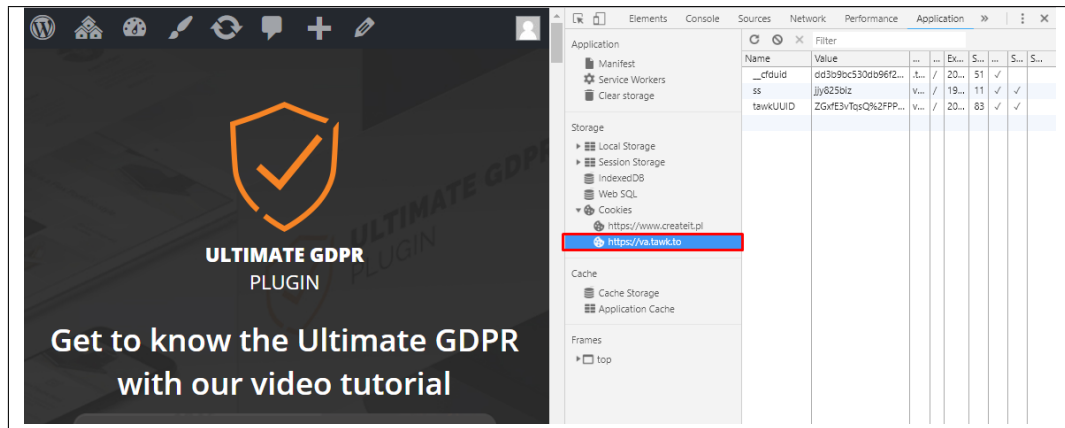


- The cookie is a “third party” type.

Opposite to a “first party” cookie, a “third party” cookie couldn’t be block using standard program-matical methods.

The only way to do it is to prevent the script that is adding the cookie from initializing.

We’re trying to find ways to do so, but there are some rare occasions that it isn’t possible/difficult to block such scripts.



You can read more information about third party cookies [here](#).

- The cookies are created by other plugins that are not integrated with Ultimate GDPR & CCPA Toolkit.

Cookies that are generated by the active plugins in the site.

Name	Value	Do...	P...	Exp...	S...	...	S...	S...
_cfduid	dd3b9bc530db9...	.taw...	/	201...	51	✓		
ss	jk7x7p6fa	va.ta...	/	196...	11	✓	✓	
tawkU...	ZGxfE3vTqsQ%2F...	va.ta...	/	201...	83	✓	✓	

5.3.2 Why is the Cookie Consent always visible even after consent is given?

Some factors may affect the cookie consents even after consent is already accepted.

These are some of the factors:

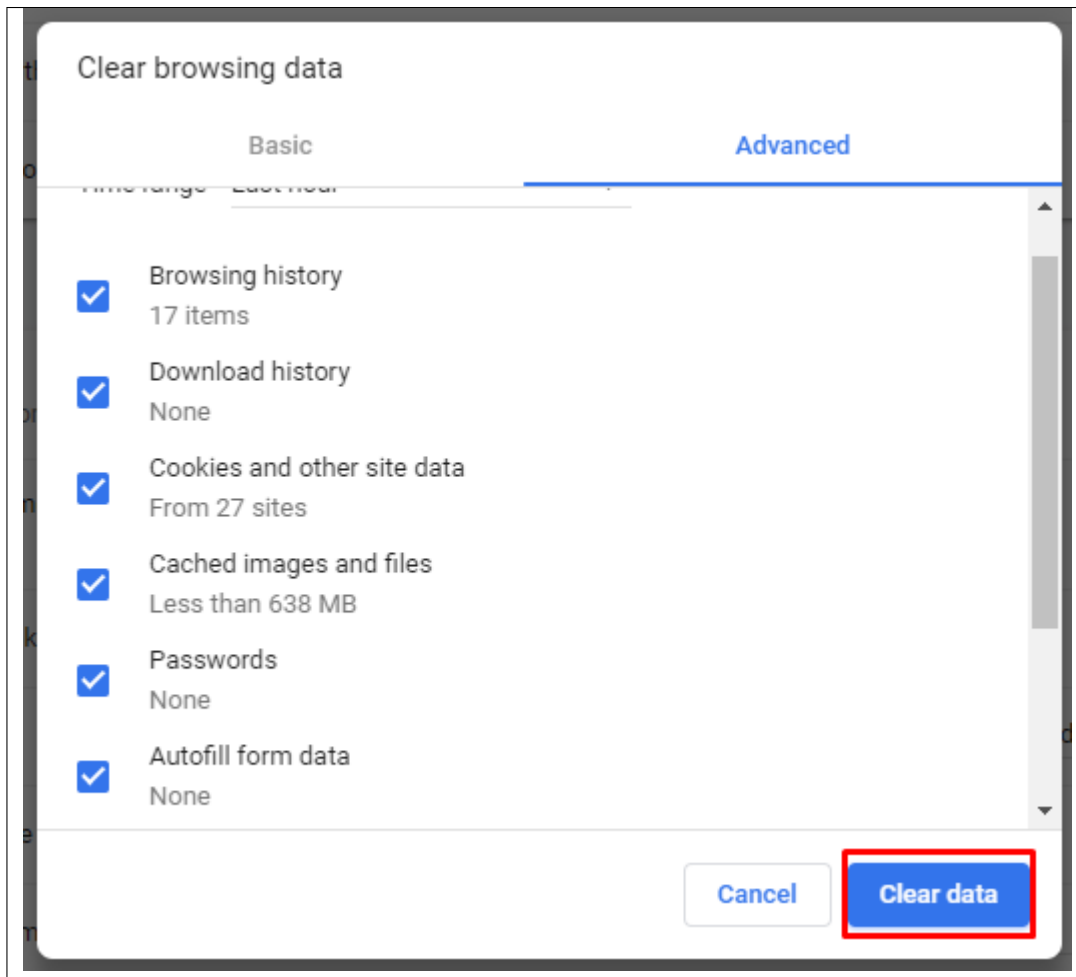
- Due to caching plugin/caching module enabled in the server.

For more details, read this part of the [documentation](#)

5.3.3 How to remove cookies that are generated before plugin is installed?

It's not always possible to remove existing cookies. For example "third-party" cookies cannot be removed programmatically. The only way to "block" them is to prevent them from creating.

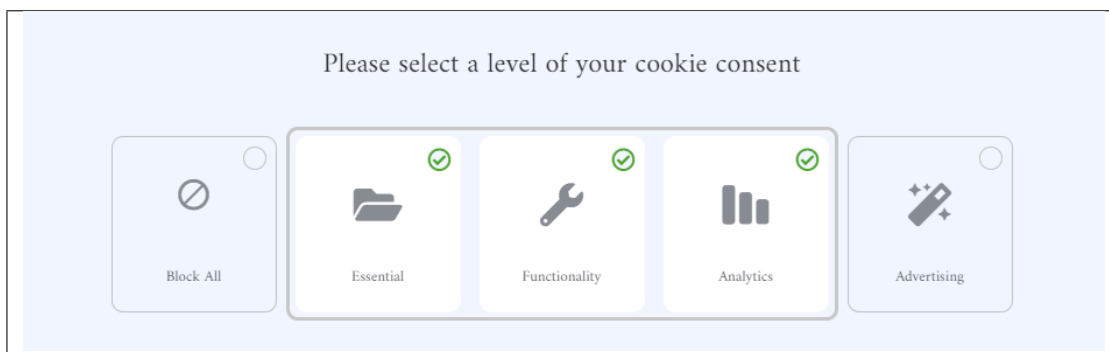
Users can also remove them manually, by going to the browser settings and clear cookies there (users can also use CTRL + Shift + Delete shortcut to open the browser settings for clear cookies).



5.4 Cookie Groups

5.4.1 Why is the Cookies Groups incremental?

The Cookie Groups for *Ultimate GDPR & CCPA Toolkit* are cookie levels, where you would need to pass level 1 to get to level 2. This will allow tracking of only the necessary cookies or possible cookies.



You can customize the cookie groups as you see fit. You can disable, rename, add/remove cookies, etc., the cookie group of your choice.

Read these parts of the documentation for:

- [Cookie Groups](#)

5.5 Cookie Scanner

5.5.1 Why is it that No Cookies are Found when using Cookie Scanner?

There are few reasons why the scanner might not working on the website. Please make sure that:

- The website the Cookie Scanner is used on is publicly accessible, otherwise, the scanner can't access the website.
- The scanner might be overwhelmed with the number of scans that are going at once and usually we suggest to try to scan the site later

5.5.2 Why is it that Not All Cookies are Found on my site?

The Cookie scanner is mimicking the site's user, which is surfing the website.

What the user is doing, accessing, or loading in the site will affect the amount of cookies that are in the site.

In these rare situations, cookie scanner cannot detect the cookie, for example:

- A particular cookie is added not on page load, but later.
- A particular cookie is added after user somehow interact with the site (clicking on the link, submitting the form, etc).

To learn more about **how to block cookies**, read this part of the [documentation](#).

5.6 Google Analytics Stats

5.6.1 What if I have a Cookie Scanner Issue?

Our cookie scanner is using parameters to access the site and find the lists of cookies that site are using.

To prevent Google Analytics from counting stats for **?ctpass=1 requests**, just use **Google Analytics IP address filter**

To know how to create an IP address filter, click [here](#).

5.6.2 How to use Google Tag Manager?

Using the Google Tag Manager to manage your Google Analytics makes it faster and easier.

Note: Install Google Tag Manager first in your site so that it can monitor the sites activity.

In the Tag Manager, create the Tag for Google Analytics. You can use a pre-existing Google Analytics ID.

By using Google Tag Manager, you can customize how Google Analytics behave in your site.
For information on how to install and setup Google Tag Manager, click [here](#).

Common Issues

6.1 Incompatible with the Theme

There are thousands of apps that are compatible with Shopify. Ultimate GDPR & CCPA Toolkit is coded to be compatible with Free themes that are using Shopify Coding Standards, but some themes and apps do not follow this standards and may cause issues with compatibility.

These are some steps to troubleshoot if there's error/s when Ultimate GDPR & CCPA Toolkit is activated:

Note: Create a Backup for your site before doing these steps to prevent any issue with your site.

Check for Theme Conflicts

- Change into a default Shopify theme and check if the issue still persist.
- If the issue doesn't persist, the issue is caused by the theme.
- If the issue still persist, please proceed with **Check for Apps Conflicts**.

6.2 Cookie Scanner

6.2.1 Google Analytics

To exclude cookie scanner traffic from your Google Analytics, you can use **Exclude URL Query Parameters** option for your Google Analytics.

To do that:

1. Log in to [Google Analytics](#) and go to **Admin > View > View Settings**.
2. In field "Exclude URL Query Parameters" add "ctpass" (without quotes).

