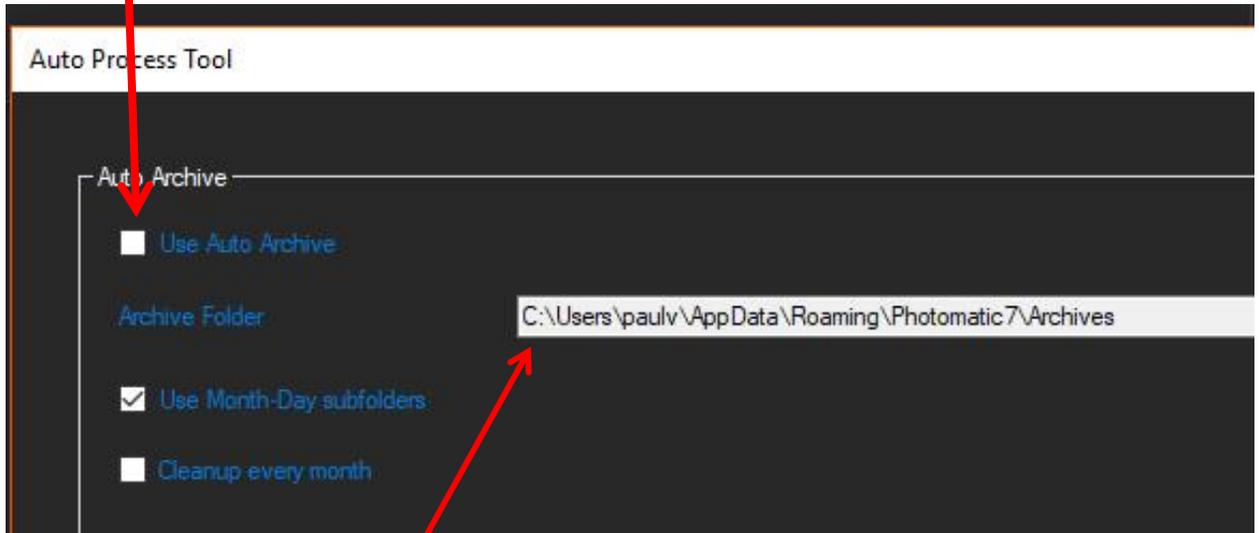


GDPR help page for IDstation and fastID users

1. Disable Auto Archive

Go to “Options” and select “System Settings”. Click on “Auto Processing Settings”. Here you will find the Auto Archive option. If the `Use Auto Archive` option is enabled, click on it to disabled it. (as in the example below). Save and close.



2. Remove any existing archives you may have stored on your system.

IF you have been using the Auto Archive then you will need to remove old archives. These will be in a predefined folder: (the above is just an example)

Delete all the subfolders containing saved passport photos.

3. Remove any other passport photos of customers you may have stored on your system.

You may have stored passport photos of customers besides using the Auto Archive. You will need to delete these too.

4. Do not use email for delivering digital passport photos to your customers.

When emailing a digital passport photo that photo is sent without encryption. Also usually emails are saved in your mail system’s outbox. This means that the photos are stored without encryption and linked to an email address. You should delete any saved photos/emails containing photos of your customers.

Please note that deleting a file or folder will put it in the **Bin**. Make sure you delete the contents of the Recycle Bin too.

5. Use IDstation.online for your digital photo service

We have created a sophisticated system for dealing with digital passport photos which is GDPR proof! It's available to every ID station and fastID system running Photomatic 7 software. So if you want to offer a ***digital*** passport photo service without having to worry about GDPR you only need to start using IDstation.online. Please contact your local reseller or go to <https://IDstation.online>