

# Form Contact Information and GDPR Rights Link

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## Introduction

For best practice purposes, and in order to be compliant with the [GDPR](#) , it is best to have contact information available on every form you create. This way, if respondents have questions about the content or questions on a form, they are easily able to contact you.

For each form, you have the ability to customize the contact information that respondents can access at the bottom of the form. To configure this contact information, please follow the steps below.

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## Editing your Form Contact Information

By default, the Contact Link defaults to your public contact information. The link appears at the bottom of the form:

A screenshot of a contact form. It features two input fields: "Name" and "Email \*". Below the "Email" field is a green "SUBMIT" button. At the bottom of the form, there is a link labeled "CONTACT INFORMATION" in green text.

To customize the Contact Link, click on the **Properties** menu, and open the **Form Links** tab.

From here, you are able to customize the Contact Link Label (the text that shows on the form), as well as the destination link for where respondents will be directed when clicking on the link.

A screenshot of the 'Form Links' configuration panel. It has two sections. The first section is titled 'Contact Link Label' and contains a text input field with the value 'Contact Information'. Below this is a descriptive paragraph: 'The **Contact Link Label** is for you to customize what your Contact Link says. It appears at the bottom of the form.' The second section is titled 'Contact Link' and contains a text input field with the value 'https://www.tfaforms.com/forms/help/46'. To the right of this field is a blue 'reset' link. Below this is another descriptive paragraph: 'The **Contact Link** defaults to your public contact information. You can customize it. The link appears at the bottom of the form.'

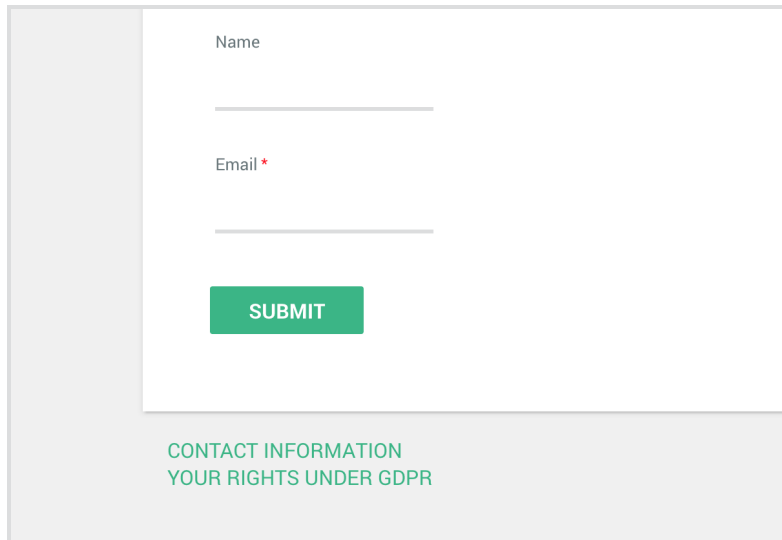
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## GDPR Rights Link

In addition to customizing the Contact Link, you have the ability to enable the

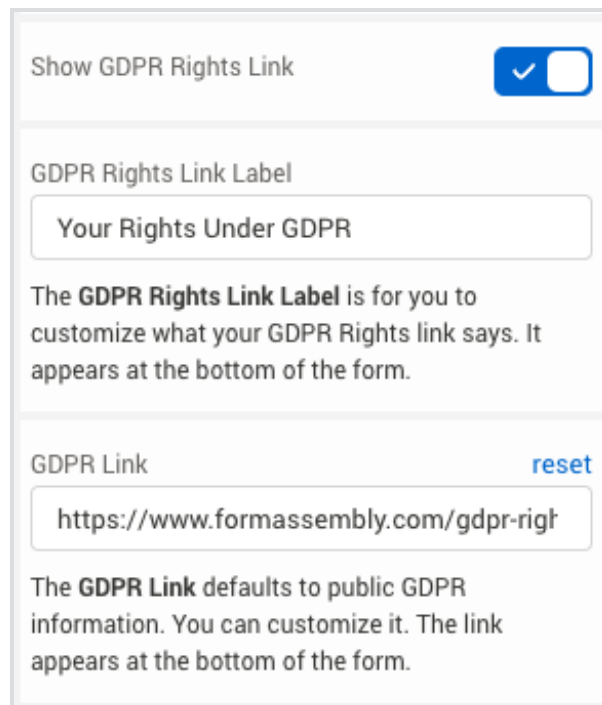
**GDPR Rights Link** in the form properties menu.

When this link is enabled, an additional link will show under the Contact Link which will direct respondents to their rights under the GDPR.



A screenshot of a form with two input fields: "Name" and "Email \*". Below the fields is a green "SUBMIT" button. At the bottom of the form, there is a link labeled "CONTACT INFORMATION YOUR RIGHTS UNDER GDPR".

As with the Contact Link, you have the ability to customize the GDPR Rights Link Label as well as the GDPR Link destination:



A screenshot of the configuration panel for the GDPR Rights Link. It includes a toggle switch for "Show GDPR Rights Link" which is turned on. Below this, there is a text input field for "GDPR Rights Link Label" containing the text "Your Rights Under GDPR". A descriptive paragraph explains that this label is for customizing the link text and appears at the bottom of the form. Below that is another text input field for "GDPR Link" containing the URL "https://www.formassembly.com/gdpr-righ", with a "reset" link to its right. A final descriptive paragraph explains that the link defaults to public GDPR information and can be customized to appear at the bottom of the form.