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Shortcuts to Success

WordPress Insights

Deleting submissions from Ninja Forms

Our collection of Shortcuts to Success give you control over your WordPress website. They're packed with useful tips to put you in the driving seat and make the most of your investment in your website.

Deleting submissions from Ninja Forms

Your website uses third-party software called Ninja Forms which allows visitors to send a message to you via your website.

The data collected by Ninja Forms will remain present within your website until it is manually removed.

One of the UK GDPR compliance measures we take and strongly recommend is to regularly delete submissions via your website, according to your UK GDPR/Data Protection policies. This has the following benefits:

- It keeps customer data safe from theft and abuse
- It adheres to UK GDPR guidelines
- It reduces the file size of your website, which can improve performance.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) took effect on 25 May 2018. It is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify existing data protection laws for all individuals within the European Union (EU).

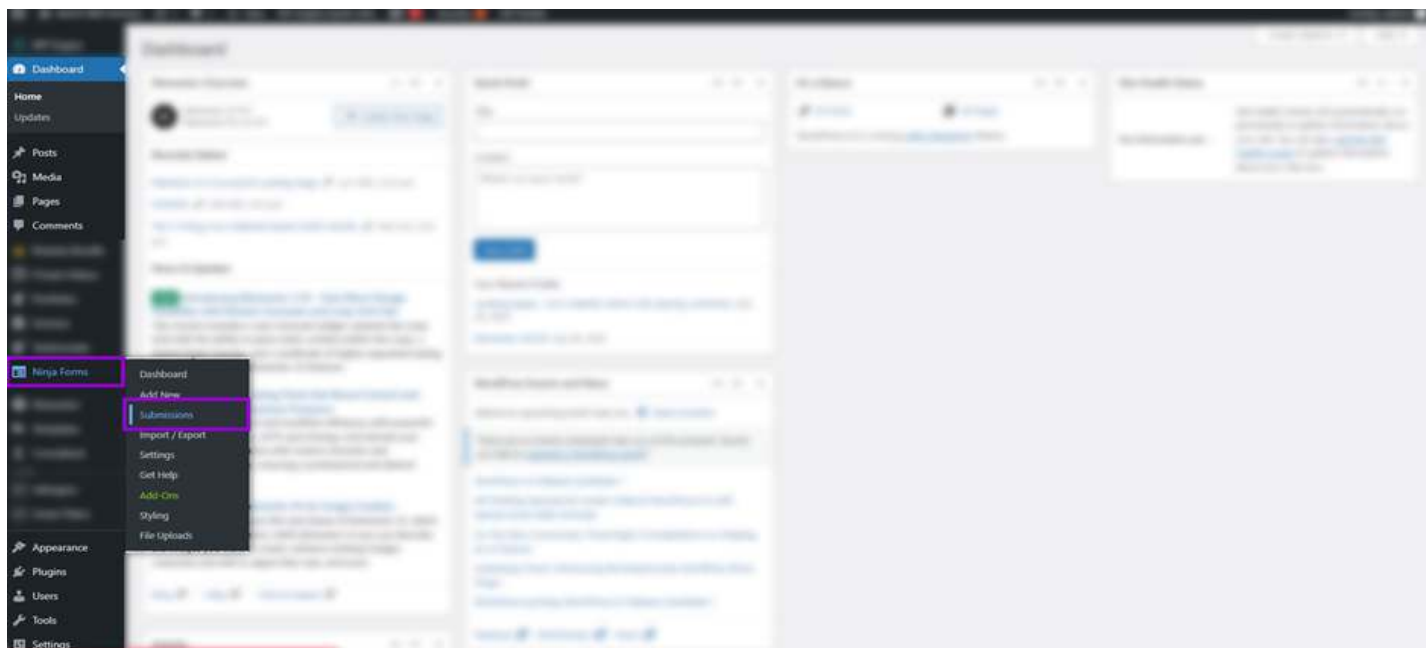
The provisions of UK GDPR affect every website owner. Fines of up to 5% of your previous year's annual turnover can be incurred for failure to adhere to the provisions. Full details can be found at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

This guide shows how to remove contact form submissions from your website.

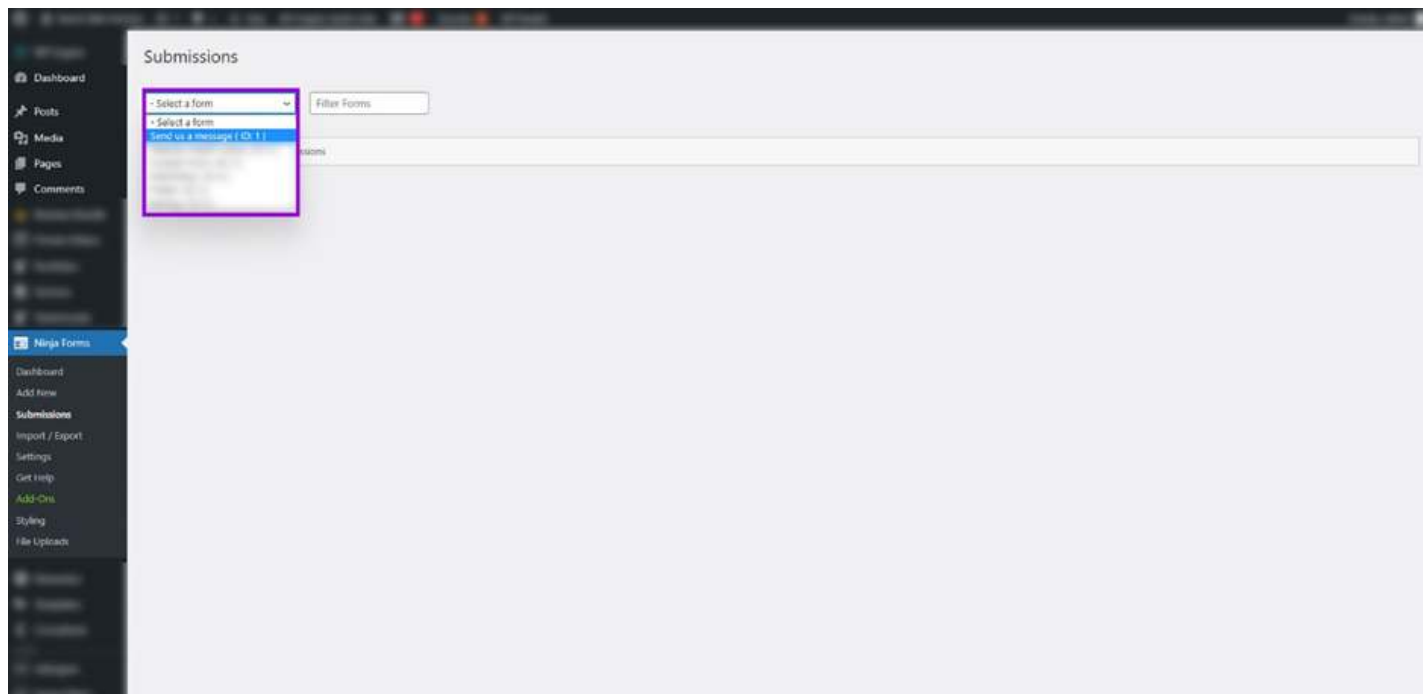
Step 1 Navigate to Ninja Forms

Once logged in to WordPress, on the left-hand side menu, hover over 'Ninja Forms', and select 'Submissions'.



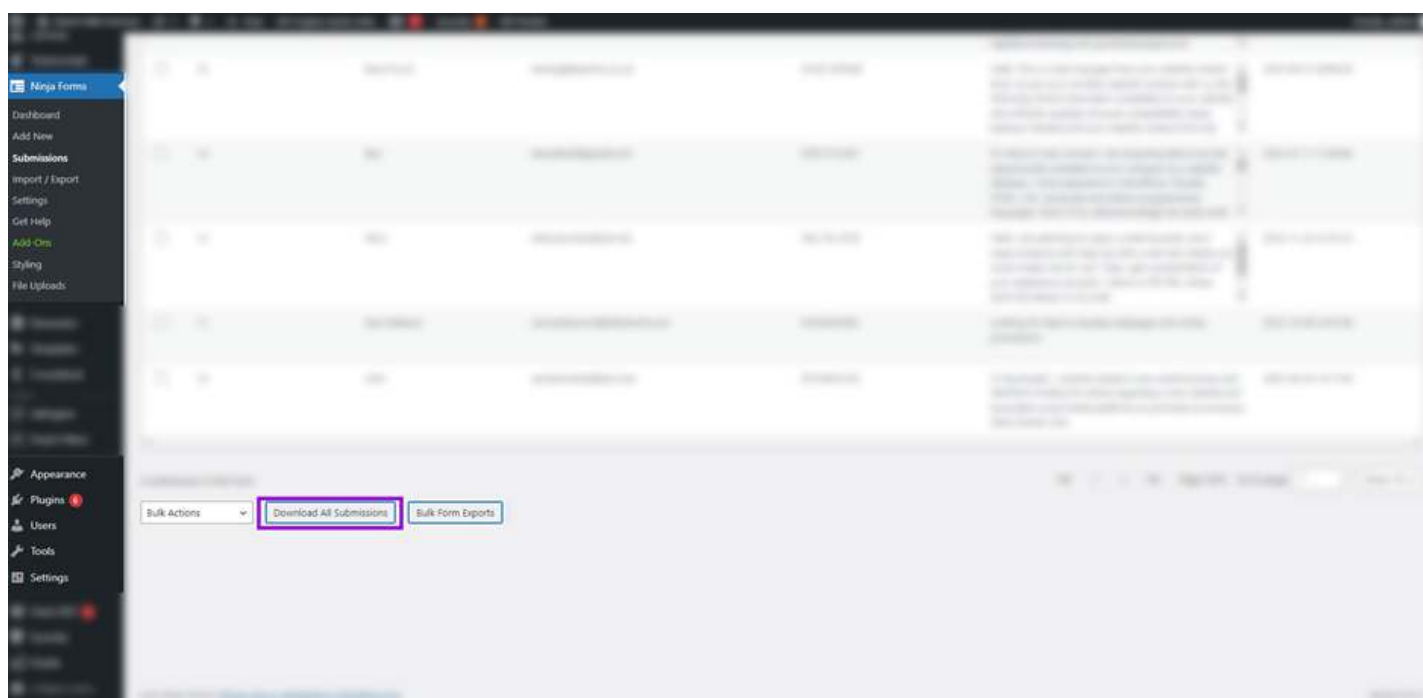
Step 2 Select your form

On the ‘– Select a form’ dropdown, choose the form you would like to delete submissions from. We recommend data from all forms is regularly removed according to your data retention policy.



Step 3 Download submissions (optional)

You may wish to export the submissions and store them offline, depending on your policy and requirements. To do this, scroll down and choose ‘Download All Submissions’. This will download a .csv file containing all the fields from your form.



Step 4 Viewing more submissions (optional)

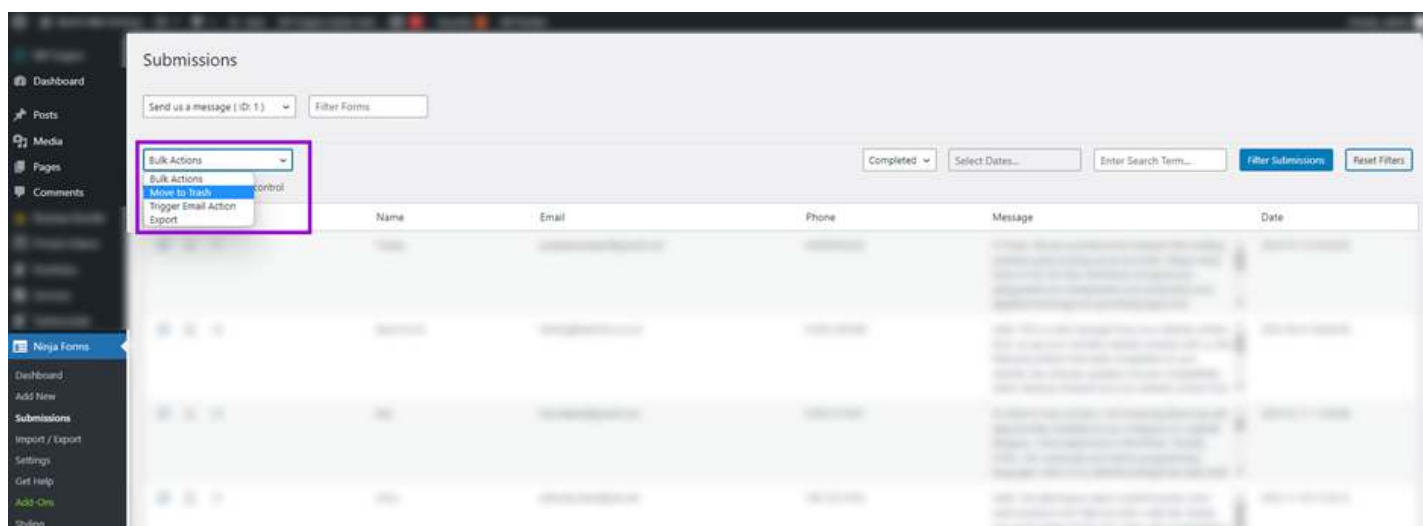
If your form receives a lot of submissions, or this is your first time deleting submissions, you may wish to have the table show more than 10 results at a time. Scroll down to the bottom of the table. On the bottom right hand side, click the drop down labelled 'Show 10'. Then choose the amount you would like to show at once.

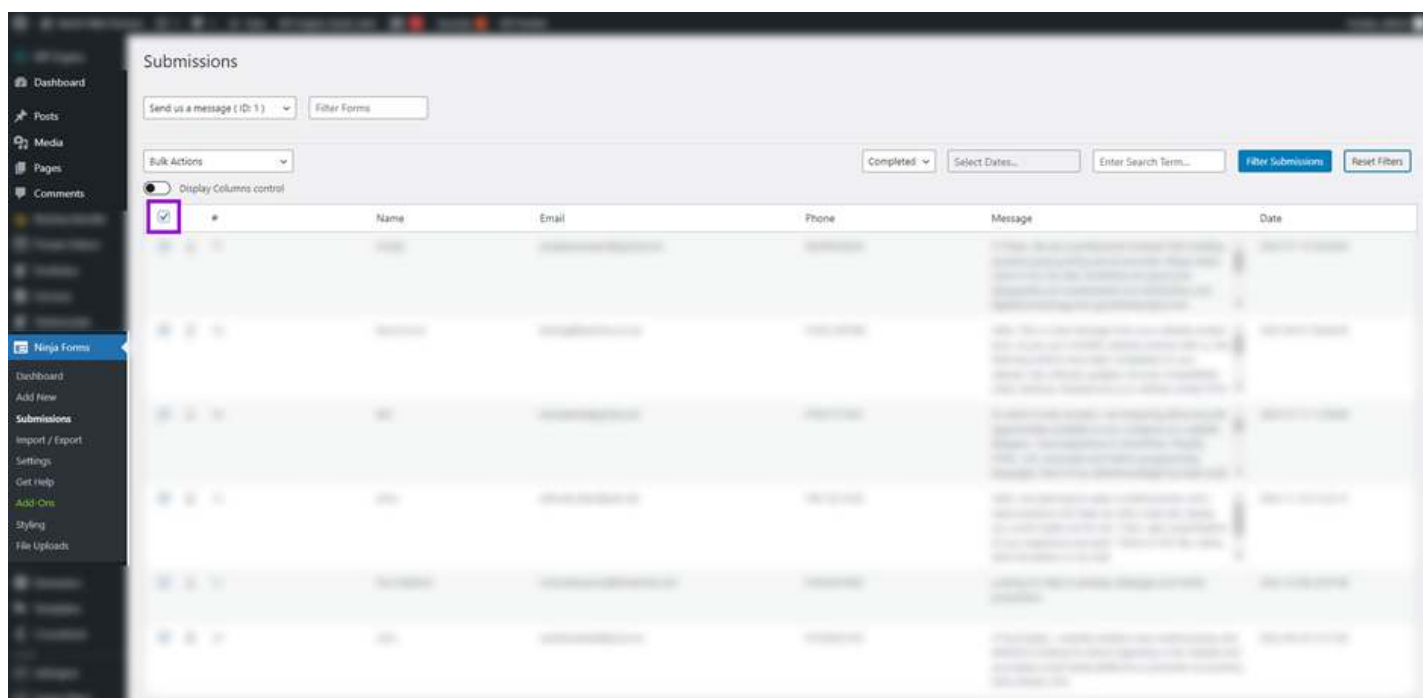


Step 5 Deleting submissions

At the top left of the page containing the submissions, left click the checkbox. This will select all submissions on the page. Then on the 'Bulk Actions' dropdown, choose 'Move to Trash'. A pop up will appear, asking you to confirm you're happy to delete the submissions – click 'Delete' if you would like to proceed.

The page will load and you will see there are now no submissions in the form – you have successfully deleted them.





Learn more

We hope this guide has been useful and taught you something new about WordPress. For more tips, please visit the WordPress Insights page on our website, or visit our YouTube channel for video tutorials.

If you have any questions about your website or would like support, raise a support ticket on our website here: <https://www.beechwebservices.co.uk/request-support> or book a chat with Sophy here: <https://calendly.com/sophy-bostock/lets-chat>