



Microsoft Bookings

Privacy Policy Guidance

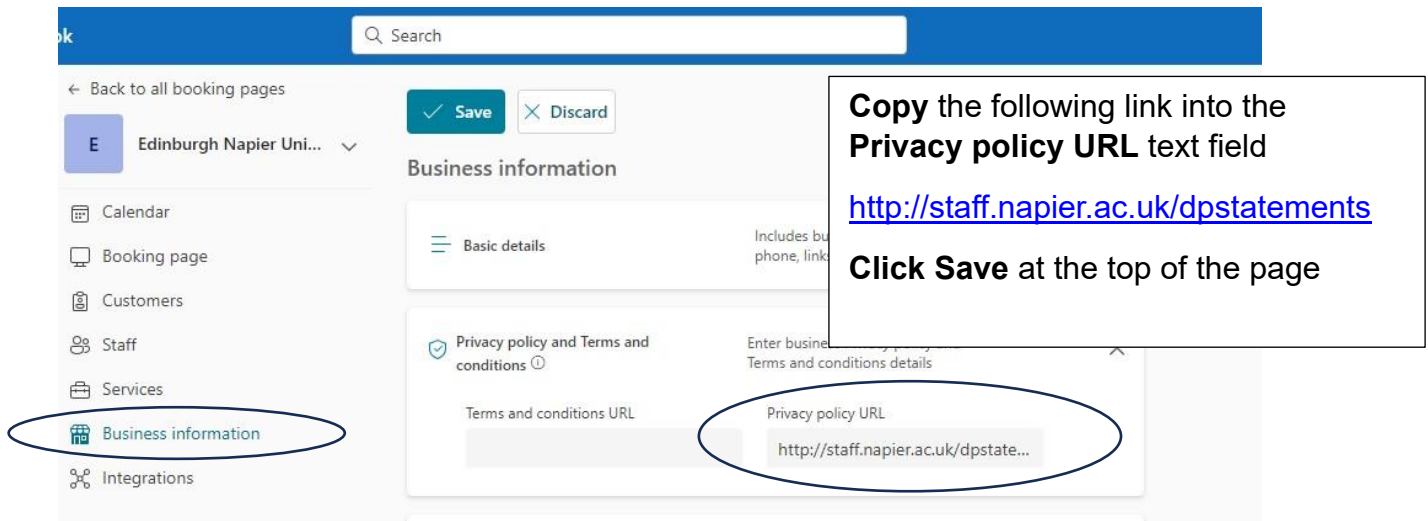
This guide explains how to set up a Privacy Policy notice for your Microsoft Bookings page.

Further guidance on this can be found in the “Customer data usage consent” section of [Microsoft’s customize your booking page](#).

Further information about Microsoft Bookings can be found on the [Microsoft Bookings intranet page](#).

To set your Microsoft Bookings page to display the Privacy Policy notice:

- From your Bookings homepage, click **Business Information** and locate the **Privacy Policy URL** section.
- Copy the following link into the Privacy policy URL text field:
<http://staff.napier.ac.uk/dpstatements>
- Click **Save** at the top of the page:



- From your Booking page go to the **Customer Data Usage Consent** section and click on the **checkbox**: “Show a personal data collection and usage...”.
- Copy the following statement into the **Customer data usage consent text box**: “I have read and understood the Privacy Policy. Please refer to the MS Bookings privacy notice using the Privacy Policies link below”.
- Click **Save** at the top of the page.

ook Search

← Back to all booking pages

✓ Save ✕ Discard

E Edinburgh Napier Uni... ▾

Calendar

Booking page

Customers

Staff

Services

Business information

Integrations

Configure booking page

Available to anyone
People on the internet can book with a public set

Your booking page:
<https://outlook.office365.com/owa/ca...>

Manage your booking page

Business page access control
Includes req control, sear

Customer data usage consent
Add a perso usage conse

Show a personal data collection and usage consent toggle along with a message on my booking page

I have read and understood the Privacy Policy. Please refer to the MS Bookings privacy notice using the Privacy Policy link below.

Tick the check box.

Copy the following statement into the **Customer data usage consent** text box:

I have read and understood the Privacy Policy. Please refer to the MS Bookings privacy notice using the Privacy Policies link below.

Click Save at the top of the page.

When you click on your Booking Page link, your Booking Page will be displayed where you will be able to see your set appointments.

At the bottom of the page the Privacy Policy consent terms and check box should be displayed.

The Privacy Policies link is displayed below the Book button. It will direct you to [ENU's Privacy Notices page](#) where the Microsoft Bookings notice is listed.

ADD YOUR DETAILS

First and last name *
First and last name

Email *
Email

Address
Address

Phone number
Add your phone number

Notes
Add any special requests

I have read and understood the Privacy Policy. Please refer to the MS Bookings privacy notice using the Privacy Policy link below.

Book

Privacy Policies

At the bottom of the page the privacy policy consent terms and check box should be displayed.

The Privacy Policies link is displayed below the Book button. It will direct you to [ENU's Privacy Notices page](#) where the Microsoft Bookings notice is listed.