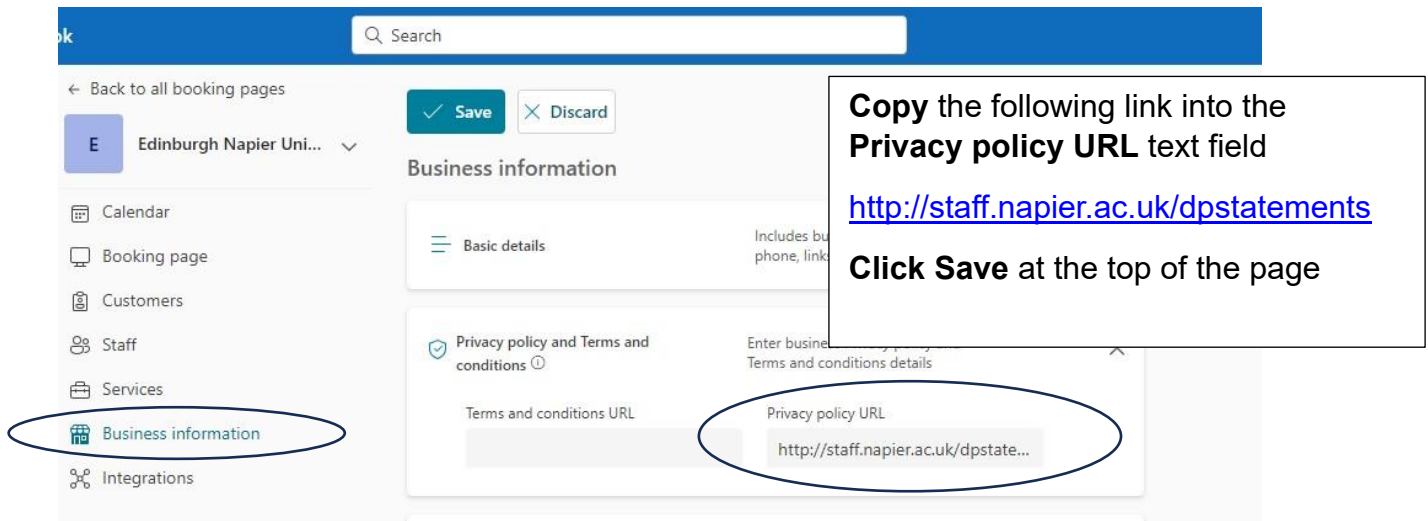# Microsoft Bookings

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.

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.

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