

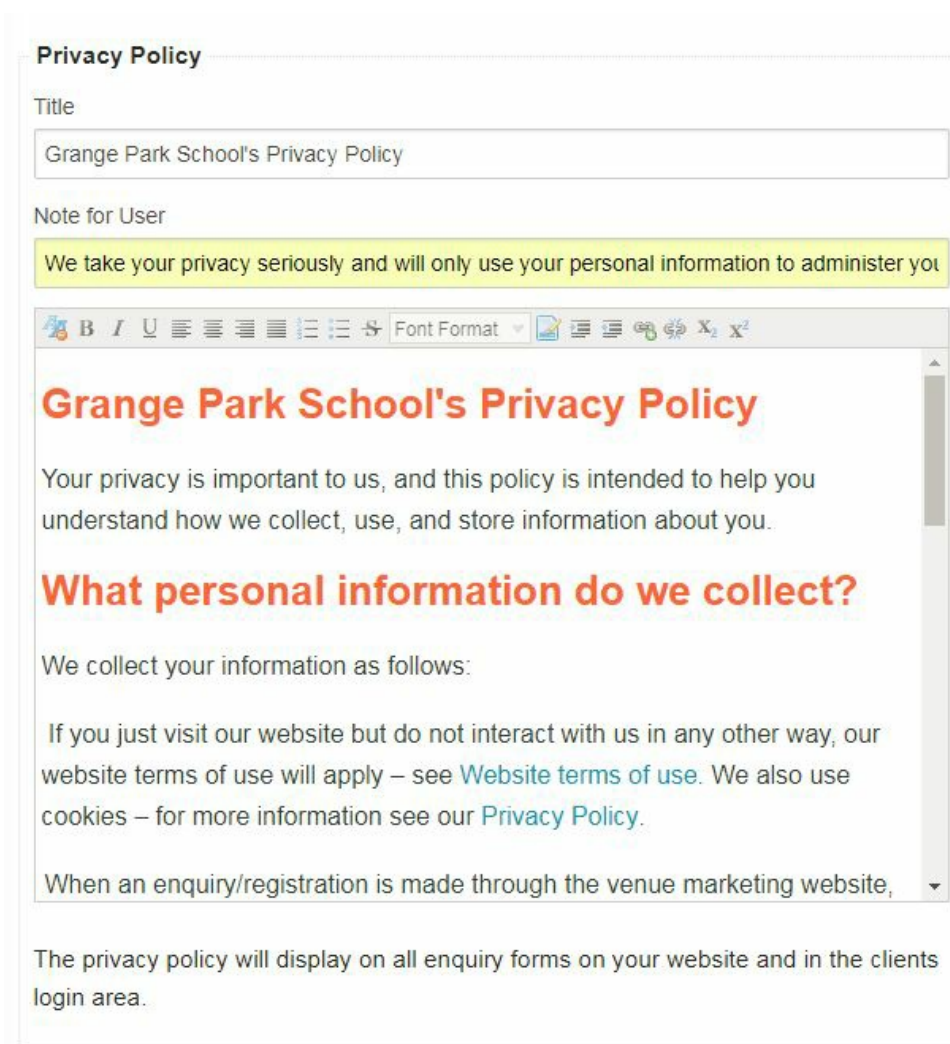
# Set-up Privacy Policy and Marketing Preferences

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BookingsPlus allows you to present your privacy policy to both your enquirers and your clients, and also enables you to capture their marketing preferences. This can be set up as follows:

From the **Manage** tab, choose **Edit Venue** and the Client Login tab. Fill in the Privacy Policy form with a title, a note for the user (this will display above the 'I agree to the Privacy Policy' on your marketing website only), and complete the main body with your privacy policy detail.

*Note that there is a character restriction of 255 on the 'Note for user'.*



The screenshot shows a form titled "Privacy Policy" with the following fields and content:

- Title:** Grange Park School's Privacy Policy
- Note for User:** We take your privacy seriously and will only use your personal information to administer yo
- Main Body:** A rich text editor containing the following text:
  - Grange Park School's Privacy Policy**
  - Your privacy is important to us, and this policy is intended to help you understand how we collect, use, and store information about you.
  - What personal information do we collect?**
  - We collect your information as follows:
  - If you just visit our website but do not interact with us in any other way, our website terms of use will apply – see [Website terms of use](#). We also use cookies – for more information see our [Privacy Policy](#).
  - When an enquiry/registration is made through the venue marketing website,

If you would like to also include the option for your enquirers and clients to opt in to marketing and to communicate their preferred methods, then tick which options you would like to give them a choice from:

#### Marketing Options


Please select the marketing options available for clients to select their marketing preferences from. If no options are selected, clients will not be prompted to make a selection.


Email

Telephone

Post

Text

Next, choose  in the top right. When you click save, this will add your privacy policy and marketing options to each enquiry form on your website so that you can be sure that each enquirer has read your privacy policy and indicated their preferred method for marketing. The privacy policy and marketing options will then be presented on the dashboard of your client's account. Your clients also have the ability to amend their marketing options in their account at any time.

If you wish to upload a new privacy policy or terms at any time (to websites and client accounts), just amend the text in the form and remember to hit . If the forms are left blank, then they will not display on the websites and client accounts.

Please note that, if your venue is still set-up with uploaded PDF terms and conditions, this format will still display until you update to the new format.

To see what your clients will be presented with, please see article: [Privacy Policy & Marketing Preferences on the Clients Account](#)

To see what will be displayed on your marketing website, please see article: [Privacy Policy & Marketing Options on Enquiry Forms on Websites](#)

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