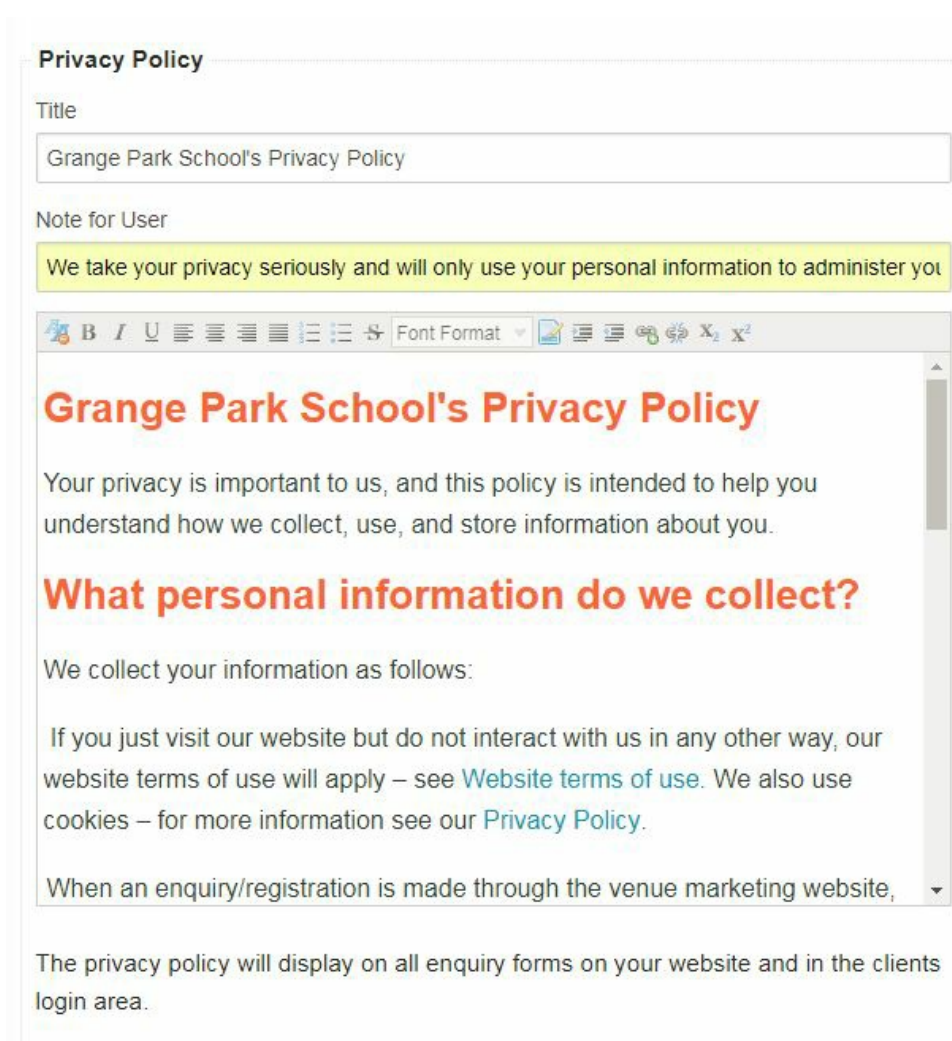# Set-up Privacy Policy and Marketing Preferences

Last Modified on 11/09/2023 11:16 am BST

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'.

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 [Save] 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 [Save] . 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