



[Help Articles](#) > [Administrator Help](#) > [Website](#) > [Website Settings](#) > [How to manage the privacy policy](#)

How to manage the privacy policy

Omar S. - 2023-02-15 - [Website Settings](#)

Your Privacy Policy should state what personally identifiable information you collect about your members, non-members, and website visitors, why this data is gathered, how it is used and whether this information is shared with any third parties.

Personally identifiable information refers to the individual's name, contact details, event registrations, website browsing history, and more.

It should also include information on how members and non-members can review the information stored about them and how they request to review, correct and delete this data.

Note

Only persons who have the Administrator Access Role may manage the privacy policy. [Learn more about Access Roles.](#)

A link to the privacy policy will automatically be added to the website footer and will appear across all pages of the website. It will also be linked to all disclaimers/notices requiring consent, notifying the individual that by giving their consent, they agree to terms as presented within this policy.

Note

When updating the privacy policy, we recommend that you seek legal advice to ensure compliance with all applicable laws.

How do I manage the privacy policy?

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click the **Account Setup** tab.
3. Click the **Manage Privacy Policy** link in the **General** section.
4. On the Manage Privacy Policy page, you can edit both the title of the page and it's content.
5. Once you've finished, click the **Save** button.

You can view the privacy policy changes on the website, by clicking the **View Privacy Policy** button on the Manage Privacy Policy page.