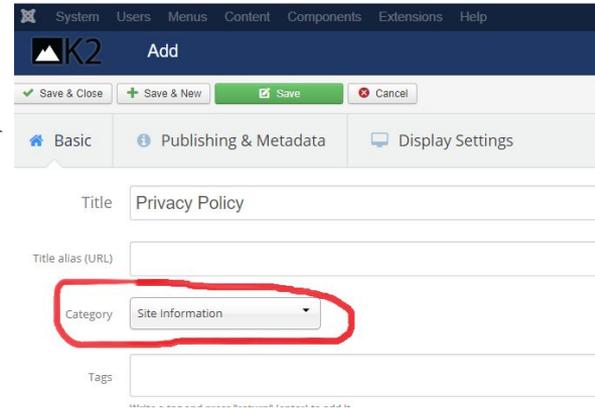


How to add a 'privacy policy'
page to your website

1. Create the page

Create a page as you normally would. Go to 'items' and create a new item. Then add your privacy policy text.

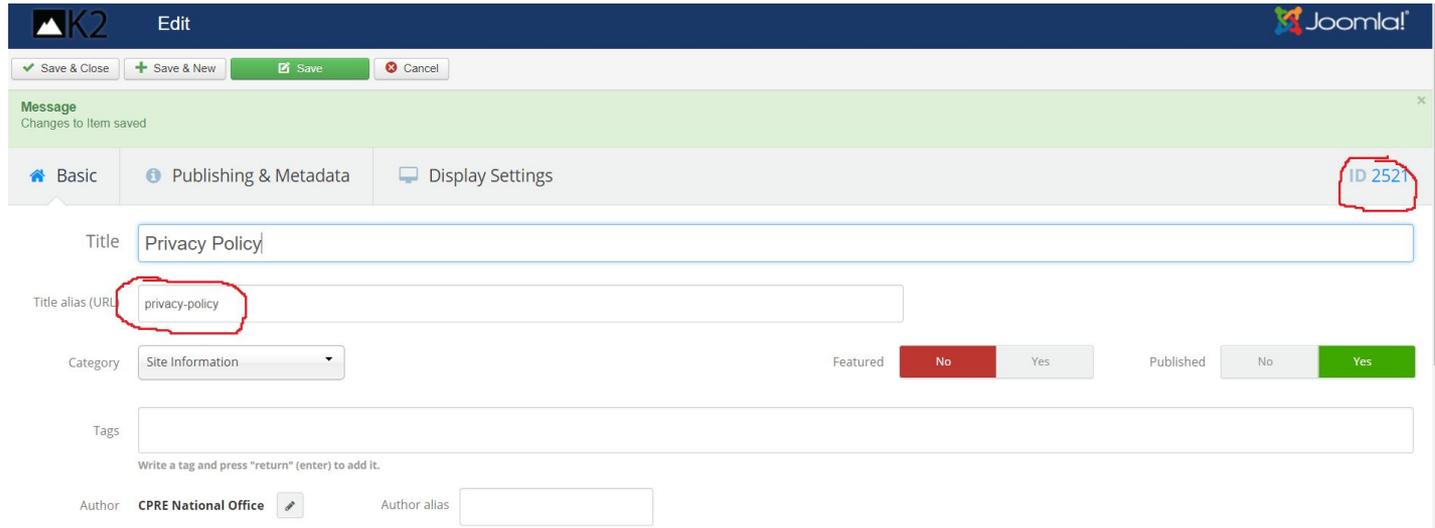
Set the category to 'site information'



The screenshot shows the K2 'Add' form interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main header displays the K2 logo and the word 'Add'. Below the header are three buttons: 'Save & Close', 'Save & New', and 'Save', along with a 'Cancel' button. The form is divided into three tabs: 'Basic', 'Publishing & Metadata', and 'Display Settings'. The 'Basic' tab is active, showing the following fields: 'Title' (Privacy Policy), 'Title alias (URL)', 'Category' (Site Information), and 'Tags'. The 'Category' dropdown menu is highlighted with a red circle, and an arrow points from the text 'Set the category to 'site information'' to this field.

2. Save the page

Now save your page. Once you have saved, stay on the page and make a note of the 'title alias' and the ID number in the top right corner. You will need these later when making the link to your page.



The screenshot shows the Joomla! article edit interface. At the top, there is a dark blue header with the Joomla! logo and the word "Edit". Below the header is a light green message bar that says "Message: Changes to item saved". Underneath the message bar are three tabs: "Basic", "Publishing & Metadata", and "Display Settings". The "Basic" tab is selected. In the top right corner of the "Basic" tab, the article ID "ID 2521" is displayed and circled in red. Below the tabs are several form fields: "Title" with the value "Privacy Policy", "Title alias (URL)" with the value "privacy-policy" (circled in red), "Category" set to "Site Information", "Featured" with "No" selected, "Published" with "Yes" selected, "Tags" (empty), and "Author" set to "CPRE National Office".

3. Test the page

Now test how the page looks on your site. Because it doesn't appear on any menus, you will need a special URL to access it. This is where you need the 'title alias' and 'ID' number.

The address to access your page will be:

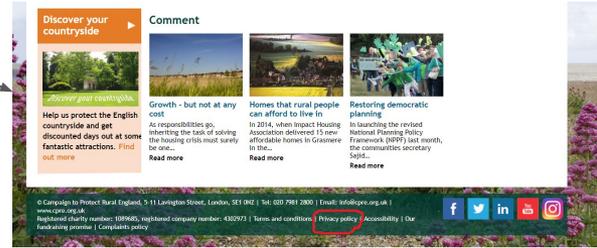
[\[your site's URL\]/component/k2/item/\[ID number\]-\[title alias\]](#)

The bits in red will need to be filled in with your own details. For example, the address for the national office web page is:

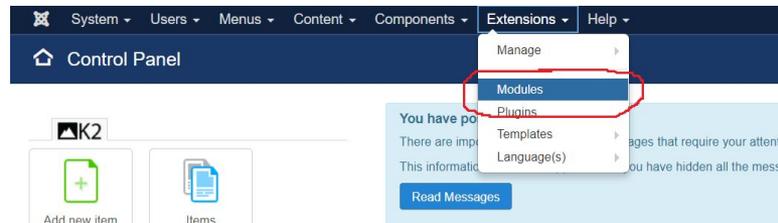
www.cpre.org.uk/component/k2/item/2566-campaign-to-protect-rural-england-privacy-policy

4. Add a link to the page in your footer

If the page all looks okay, it's time to add a link in your site footer. Here's how it looks on the national office web page



To edit this part of your site, go to 'extensions>modules' in your main Joomla menu.



4. Add a link to the page in your footer (cont.)

On the page that comes up, type 'footer' into the search bar. You should see a module called 'footer address info'.



The screenshot shows a search interface with a search bar containing the text 'footer'. Below the search bar is a table of search results. The table has columns for 'Status', 'Title', 'Position', 'Type', 'Menu Items', and 'Access'. Two results are visible: 'Footer Address Info' and 'Social footer'. The 'Footer Address Info' result is highlighted in grey.

Status	Title	Position	Type	Menu Items	Access
✓	<u>Footer Address Info</u>	addressfooter	Custom HTML	All	Public
✓	Social footer	socialfooter	Custom HTML	All	Public

Click on this module and you should get a text editing page, similar to the page for creating an article. Now you can add a hyperlink to your privacy policy page, using the URL from step 3. (Make sure not to delete any of the other info!)

That's it!

The link should now appear in the footer section at the bottom of your site. If you need to edit the Privacy Policy text, you can just edit the item as normal.

If you have any problems or need help, drop me an email.

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