

For up-to-date information on Microsoft's data processing practices, please review the [Microsoft Privacy Statement](#). Here you can also learn about the latest tools we provide to access and control your data and how to contact us if you have a privacy inquiry.

Windows® Phone 8.1 Privacy Statement

Last updated: **April 2016**

Microsoft is committed to protecting your privacy, while delivering devices and services that bring you the personalized experience, performance, power, and convenience you desire. This privacy statement describes the data collection and use practices of the Windows® Phone 8.1 software and services ("Windows Phone"). Prior versions of the Windows Phone operating system (for example, Windows Phone 8 and Windows Phone 7) are covered by separate privacy statements. Click [here](#) to review the Windows Phone 8 Privacy Statement, or [here](#) to review the Windows Phone 7 Privacy Statement.

This statement does not apply to other online or offline Microsoft sites, products, or services. It also does not apply to the data collection and use practices of other entities that are part of your phone experience, such as your carrier, phone manufacturer, mobile app providers, enterprise accounts, and website providers. Please review the privacy policies of those entities to learn about their practices.

To help you get to the information that matters most to you, the following links will bring you directly to the information about a specific topic or feature of the phone.

[Collection and Use of Your Information](#)

[Collection and Use of Standard Information about Your Phone](#)

[Collection and Use of Phone and Service Credentials](#)

[Collection and Use of Location Information](#)

[Information We Share with Others](#)

[Children](#)

[Display of Advertising](#)
[How We Communicate with You](#)
[Information Storage and Transfer](#)
[Security of Your Information](#)
[Changes to this Privacy Statement](#)
[For More Information/Access Requests](#)

Specific Features:

[Accessory Apps](#)
[Advertising Identifier](#)
[Background Tasks](#)
[Backup](#)
[Calender](#)
[Cortana](#)
[Email + Accounts](#)
[Find My Phone](#)
[Internet Explorer Mobile](#)
[Keyboard Recognition](#)
[Kid's Corner](#)
[Location Check-Ins](#)
[Maps](#)
[Messaging](#)
[Microsoft Account](#)
[Notifications and Action Center](#)
[Office Mobile](#)
[People Hub](#)
[Personalized suggestion](#)
[Phone Feedback](#)
[Photos and Camera](#)
[Rooms](#)
[Search](#)
[Sharepoint Mobile](#)
[Speech](#)
[Storage Sense](#)
[Store](#)
[Sync Settings](#)
[Tap and Send](#)
[Updates](#)

Wallet

WiFi Sense

Workplace

Xbox LIVE and Xbox Music

Not all features are available on all phones (for example, some features are not available on phones with limited memory, or phones without cellular voice or cellular data), all carriers, or in all regions.

Collection and Use of Your Information

As you use your Windows Phone and related services, we will collect some information from you in order to enable the features and services offered on the phone, carry out the transactions you requested or authorize, and display content and advertising that are customized to your interests and preferences. Information we receive may also be analyzed in order to improve features and services offered on the phone and other Microsoft products and services, unless more limited purposes are specified in the [Specific Features](#) section below.

For web-based experiences on the phone, including within the Windows Phone App Store ("Store") and Games Hub, we may collect information about your visit to our sites. For example, we may capture information about the pages and content you view and the actions you take within our sites, such as searches for content or applications, the purchase of applications or content, or the streaming of content. This information is used to customize your experience and provide the services you request as well as to improve other Microsoft products and services.

To offer you a more consistent and personalized experience in your interactions with Microsoft, and to improve our products and services, information collected through Microsoft features and services on the phone may be combined with information obtained through other Microsoft products and services. We may also supplement the information we collect about you from your phone with information obtained from third parties.

Collection and Use of Standard Information about Your Phone

When your phone is activated and you use Internet-enabled features, information about your phone ("standard device information") is sent to Microsoft and/or the websites you visit and online services you use. Microsoft uses standard device information to authenticate your phone, provide you Internet-enabled services, help troubleshoot, help improve our products and services, help keep your software up to date, and for analytics. If a particular feature or service sends information to

Microsoft, standard device information will be sent as well. We may share activation data with our partners, such as phone manufacturers or mobile operators. This data will not be used to contact you.

Standard device information typically includes information such as your IP address, operating system version, browser version, and regional and language settings. In some cases it may also contain a portion of your International Mobile Subscriber Identity (IMSI), International Mobile Equipment Identity (IMEI), unique IDs we generate for your phone, and other phone identifiers that indicate the phone manufacturer, phone name, version, and mobile operator. To facilitate mobile operator billing, and for security, if you set up a Microsoft account from your phone, Microsoft may also need to collect information such as the full IMSI and the phone number associated with your phone. We may also share information including standard device information with mobile operators for purposes such as testing and diagnostics.

Collection and Use of Phone and Service Credentials

To make it easier to access services, sign-in credentials for Microsoft and third-party services may be stored on your phone. We may also check the domain name of e-mail addresses you enter to determine if you have associated accounts in Office 365. If you associate a Microsoft account with your phone, those credentials (an e-mail address and password) are automatically saved to your phone. That way, you will not need to sign in each time you use features such as Store and Xbox LIVE. See the [Microsoft Account](#) section below.

Similarly, sign-in credentials for third-party services and Wi-Fi networks may also be saved on your phone. Depending on the service, these credentials may be an actual password or a token, which is like an electronic key provided by the third party service that acts in place of a password for authentication. In some cases, usernames and passwords may also be stored on Microsoft servers if you choose to back up your content or sync your settings. See [Backup](#) and [Sync Your Settings](#) below.

Collection and Use of Location Information

On Windows Phones, "location services" refers to phone software and online services that use location data to assist the phone's applications or features, and websites you visit, to provide improved and personalized experiences based on your phone's location. The Microsoft location positioning database is an online service that calculates your phone's approximate location to assist the location services running on your phone.

If you turn on location services, authorized apps, websites, and Windows Phone features will be

able to access your phone's location and use it. If you use a third-party app, its use of your phone's location is subject to the third party's privacy practices. Before you install an app, you'll be able to see whether the app uses location in the app description.

If you let an app or feature use your location, Windows Phone can tell the app when your phone moves inside or outside of app-defined geographical boundaries called geofences. For example, an app could let you set a reminder to pick up groceries when you leave work. You can see whether your phone is monitoring any geofences in location settings.

The Microsoft location positioning database contains limited information about nearby Wi-Fi access points and cell towers that we use to help provide location services more efficiently and effectively. It does not include information that identifies you or uniquely identifies your phone, and does not allow Microsoft to track you or your phone. The individual applications or features that you choose to use, and the websites you visit, (including those offered by Microsoft), may retain location information in association with your account or phone. Please review the privacy policies of the websites, applications, and features that you allow to access your phone's location to learn about how they use the location information they request.

Before Microsoft can collect the Wi-Fi access point and cell tower information described below, and before an application, feature, or website can access your phone's location, you must allow access.

Location Positioning Database

If you allow an application, feature, or website to access your phone's location, each time it requests location, information about nearby cell towers, Wi-Fi access points, and available Global Positioning System (GPS) information may be collected by Microsoft's location positioning database and used to help determine the approximate location of your phone and to update and improve the database for future requests.

For example, if you have Wi-Fi enabled on your phone, and if you allow an application or website to access your phone's location, the Media Access Control (MAC) addresses and signal strength of Wi-Fi access points available to your phone may be collected by Microsoft's location positioning database. Similarly, if you are connected to a cellular network, identifiers and signal strength of the cell towers available to your phone may be collected. If GPS is available, the latitude, longitude, altitude, speed, and direction of the phone provided by the GPS may be collected.

This information is utilized by Microsoft's location positioning database to return to the application, feature, or website an approximate location of your phone. The location information provided may include the latitude, longitude, speed, direction, and altitude of your phone at the time of the request. It does not include identifiable information about available cell towers or Wi-Fi access points, such as MAC addresses, or cell tower identifiers.

We may use trusted third-party location positioning databases or services, such as Nokia's database, to provide improved location positioning on your phone. For example, when an application on your phone requests location, we may also query a partner's location positioning database to allow your phone to better determine its location. Just as with the Microsoft location positioning database, the partner database will receive information about nearby cell towers and Wi-Fi access points and GPS data, but will receive no information that identifies you or uniquely identifies your phone.

Specific Application Location Access

To use location services, your phone's master location services switch must remain **On**. If the master location services switch is set to **Off**, Microsoft will not collect information about nearby Wi-Fi access points and cell towers, and applications, features, and websites will be unable to use the phone's location even if you intend to allow such use in the specific instance. To disable access to your phone's location by all applications, features, and websites, go to **Settings > location** and toggle the **Location services** switch to **Off**. If you later toggle the master location services switch to **On**, your application-level location settings (see below) will be restored.

In addition, before your phone will use location services you must also agree to allow a specific application, feature, or website to access your phone's location. If you have previously enabled such access, you can later disable access to your phone's location in the application's settings. For example, to disable the map application's access to your phone's location, you can go to **Settings > applications > maps** and toggle the **use my location** switch to **Off**. Note: This feature may not apply to applications from third parties which you have installed on the phone. In those instances, you may need to either uninstall the application or turn off the master services switch to disable location use by the application.

Wi-Fi Access Point Database

Microsoft also maintains a directory of publicly available Wi-Fi networks to assist Windows Phone users in finding and navigating to popular Wi-Fi hotspots. The Wi-Fi access point database is based on information gathered as Windows Phones connect to hotspots and information Microsoft obtains directly from public Wi-Fi operators.

You can help improve this feature by sending Microsoft limited information as you use your Wi-Fi service, including characteristics of your phone such as make, model, mobile carrier, and other standard device information, as well as the standard identifiers of the Wi-Fi networks your phone is detecting. This information helps us with assumptions about how hotspots are used and which may

be best for certain device types, but is not used to identify you or your device specifically. You can turn on this feature by choosing the **Recommended** settings when setting up your phone or, if you choose custom settings, by enabling **Send information about Wi-Fi connections to help discover nearby Wi-Fi**. You can also change this setting at any time at **Settings > system > Wi-Fi > manage**.

Personal Wi-Fi Access Point Opt-Out

If you have a Wi-Fi access point or router and you wish to exclude it from Microsoft's location positioning database or public Wi-Fi access point database, you can submit the MAC address to Microsoft's block list at go.microsoft.com/fwlink/?LinkID=223681. We will exclude these MAC addresses and any related data from the databases. Neither will we pass MAC addresses that are submitted through this process in queries to location positioning database partners when we utilize such partners.

Sharing Your Location at Activation

You can help Microsoft learn more about where people are setting up their Windows Phones in order to improve our products and services by sending your location when you activate your phone. If you choose to participate, the GPS coordinates of your phone and a device identifier will be sent to Microsoft after you finish the setup process. If your phone can't connect to GPS, we'll use Microsoft location services to approximate your location. These services will use cellular data, which could incur charges. The checkbox you are presented during the set-up process will only send this information at the time of activation, and you can choose to uncheck the box and not send this information.

Information We Share with Others

Except as described in this privacy statement, your information will not be transferred to third parties (non-Microsoft controlled subsidiaries and affiliates) without your consent. We occasionally hire other companies to provide limited services on our behalf, such as sending and delivering purchases and other mailings, answering customer questions about products or services, processing event registration, or performing statistical analysis of our services. We will only provide those companies the information they need to provide the service, and they are prohibited from using that information for any other purpose.

Microsoft may access or disclose information about you, including the content of your communications, to: (a) comply with the law or respond to lawful requests or legal process; (b)

protect the rights or property of Microsoft or our customers, including the enforcement of our agreements or policies governing your use of the services; or (c) act on a good faith belief that such access or disclosure is necessary to protect the personal safety of Microsoft employees, customers, or the public. We may also disclose your information as part of a corporate transaction such as a merger or sale of assets.

Children

Windows Phone is not intended for use by children without parental consent. Depending on country, we may require parental consent to establish a Microsoft account for a child under 13 (older in some jurisdictions). Providing permission to create a Microsoft account will allow your child to use any Microsoft service that relies upon the Microsoft account, and many of those services require the collection of certain personal and other information and may allow a child to communicate with others. Parents can change or revoke consent by changing their child's account settings from their own Microsoft account. To learn more about Microsoft accounts, please see [Microsoft Account](#) below.

Display of Advertising

Some websites you visit, and some applications you download from the Store, may display advertisements using Microsoft's advertising platform – including personalized ads that we believe may be of interest to you. Microsoft Advertising may also use third-party ad companies to display advertisements in applications that use our ad platform. When we do so, we may send a unique ID to those third-parties with the ad request.

You may opt out of receiving personalized ads from Microsoft Advertising, and discontinue sending a unique ID to third party ad networks used by Microsoft Advertising, by visiting our [opt-out page](#). Just sign-in with the Microsoft account you have associated with your Windows Phone and that you use to access the Store, and select the **Personalized ads wherever I use my Microsoft account** opt-out option. For more information about how Microsoft Advertising collects and uses information, please see the [Microsoft Advertising Privacy Statement](#). After you opt out of personalized advertising, you will receive generic ads instead of personalized ads from Microsoft Advertising.

Websites you visit, and applications you download from the Store, may also use advertising platforms other than the Microsoft Advertising platform. In those instances, Microsoft has no control over the activities of the other ad networks. Microsoft recommends that you review the privacy policies and practices of the applications that display advertising to learn more about information they pass to ad networks, including ad networks other than Microsoft's advertising platform, and

any additional application controls regarding the display of advertising. Your phone can provide a unique identifier to apps to allow them to provide more relevant advertising. To learn more, see the **Advertising Identifier** section.

How We Communicate with You

When you sign-in or establish a Microsoft account, we will ask you for an email address and permission to email you tips and information. We may send certain mandatory service communications such as welcome emails (intended to help get you started using your phone), billing reminders, information on technical service issues, and security announcements to the email address you provided when creating your Microsoft account – even if you have chosen not to receive ongoing email tips and information. We may also send security notices or password reset confirmations to the phone number associated with your phone.

If you receive promotional emails from us and would like to stop receiving them in the future, you can do so by following the directions in that message. You may also directly manage communications preferences by visiting the Microsoft [Communications Preferences](#) page.

Information Storage and Transfer

Information that is collected by or sent to Microsoft by Windows Phone may be stored and processed in the United States or any other country in which Microsoft or its affiliates, subsidiaries, or service providers maintain facilities. Microsoft abides by the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of data from the European Economic Area, and Switzerland. To learn more about the Safe Harbor program, and to view our certification, please visit www.export.gov/safeharbor/.

Security of Your Information

Microsoft is committed to helping protect the security of your information. We use a variety of security technologies and procedures to help protect your information from unauthorized access, use, or disclosure. For example, we store the information you provide on computer systems with limited access, which are located in controlled facilities.

We strongly recommend that you take steps to protect information on your phone by using the lock screen password feature. This feature allows you to require a password to access most applications and information on your phone when locked. To turn on this feature, go to **Settings > system >**

lock screen and toggle the password to **On**. You can also set the period of inactivity before your screen times out and locks itself. When you set up a wallet in your phone, you may also choose to protect it with a "Wallet PIN." See [Wallet](#) for more information.

If you create a company account that gives you access to corporate email or applications, the enterprise may apply policies to your phone that require or alter the lock screen password feature. See [Email + Accounts](#) for more information. Your administrator may also apply BitLocker® Phone Encryption. If your phone is lost or stolen, and if you have locked your phone with a password, BitLocker encryption helps make it more difficult for an attacker to recover sensitive information from the phone. Please note that even when BitLocker is applied, data stored on SD cards (removable memory cards you insert) is not encrypted.

Changes to this Privacy Statement

We will occasionally update this privacy statement to reflect changes in our products and services, and to clarify our practices based on experience and customer feedback. When we make changes, we will revise the "last updated" date at the top of this statement. If there are material changes to this statement or in how Microsoft will use your information, we will notify you either by prominently posting a notice of such changes prior to implementing the change or by directly sending you a notification. We encourage you to periodically review this privacy statement to be informed of how Microsoft is collecting, using, and protecting your information.

For More Information/Access Requests

Microsoft welcomes your comments regarding this privacy statement. If you have questions about this statement, believe that we have not adhered to it, or want to request access to the information we've collected about you, please contact us using our [web form](#) web form or use the contact information provided below.

Microsoft Privacy Microsoft Corporation One Microsoft Way Redmond, Washington 98052 USA

Accessory Apps

Accessories are devices that interact or synchronize with your phone. Examples of devices that can be accessories are smart watches, smart covers, fitness trackers, and alarm clocks.

Some accessories have the ability to receive notifications from your phone, which they can display on the accessory device. Notifications may include information such as the following:

- Phone call notifications, including caller ID
- SMS messages, including sender and text body
- Reminders
- Alarms
- Notifications from third-party apps
- Email messages
- Media playback metadata

The notifications include the alert that the event has occurred, but also data associated with it -- for example the text body of the SMS or details of the calendar reminder. This functionality provides a way to keep your phone in your pocket or purse, but still get phone notification information on your companion accessory.

Accessories get notifications via an accessory app running in the background on your phone. How an accessory app uses your notification data, such as the content of your texts, is subject to the third party's privacy practices.

Your phone manufacturer may provide a preinstalled accessory app to support smart covers. A smart cover lets you interact with your phone while the cover is closed and your phone is locked. For example, it could show you the time or your notifications. When you have a smart cover attached to your device, the accessory app will automatically be allowed to receive notifications from your phone. You can change this setting at any time.

Your Choices:

To change whether an accessory app will receive your notifications:

1. Go to **Settings > accessory apps**.
2. Find the accessory app that you'd like to enable or disable notifications for, and toggle the switch to **On** or **Off**.

Advertising Identifier

To provide more relevant advertising, Windows Phone allows apps to access a unique identifier for each owner of a device. You can reset or turn off access to this identifier at any time under advertising id in settings. If you turn this setting off, no information is sent to apps that request

your advertising identifier. If you sign in using a child Microsoft account, the advertising identifier is disabled. If you allow apps access to the advertising identifier, Windows Phone will provide it to all apps that request it. Apps might store or transmit this information. Your advertising identifier is used by app developers and advertising networks to provide more relevant advertising to you by understanding which apps you use and how you use them. It can also be used by app developers to improve quality of service by allowing them to determine the frequency and effectiveness of ads and to detect fraud and security issues. If you use a third-party app, how the app uses your advertising identifier is subject to the third party's privacy practices.

Some websites you visit, and some applications you download from the Store, may display advertisements using Microsoft's advertising platform – including personalized ads that we believe may be of interest to you. To learn more about Microsoft Advertising and your choices, see the [Display of Advertising](#) section.

Your Choices:

If you choose express settings while setting up Windows Phone, Windows Phone will allow apps to use your advertising identifier. After setting up Windows Phone, you can change this under advertising id in settings.

To turn the advertising ID on or off:

1. Go to Settings > system > advertising id.
2. Toggle the **Advertising ID** switch to **On** or **Off**.

To reset your advertising ID:

1. Go to Settings > system > advertising id.
2. Tap the **Reset your advertising ID** button.

Background Tasks

To provide faster launching of and switching between applications, certain apps may continue to run in the background even when they are not open on your phone. For instance, an app might periodically update its location or download information from the web so that it is available when you start it.

You can find a list of the apps that run in the background on your phone through Settings. Some apps provide the option to turn on or off their ability to run in the background, but you may not be able to disable this capability for all apps. In that instance, you can remove the app from your phone if you do not want it running in the background.

Your Choices:

To find all the apps on your phone that can run in the background:

1. Go to **Settings** > **system** > **battery saver** > **usage**. Apps marked **allowed** can run in the background.

To choose whether an app can run in the background:

1. Go to **Settings** > **system** > **battery saver** > **usage**.
2. Tap on the app you wish to block from running in the background.
3. Set the **Allow app to run in the background** switch to **On** or **Off**.

Backup

When you sign in with a Microsoft account on your phone, you can choose to automatically save certain content and settings to Microsoft servers so you'll have a backup if something happens or you change phones. You will be asked whether you wish to "back up your stuff" during phone set-up. With this single selection, you can turn on automatic uploads of limited-resolution photos to OneDrive as you take them, ongoing sync of your SMS and MMS messages to your Outlook.com account, and the creation of daily backups from your phone. Daily backups include a list of apps you've installed, data from apps that support backup, and many of your phone's settings, such as your theme color, passwords you've saved, your Internet Explorer favorites, words you've added to your phone's dictionary, your ringtones, and more.

After your initial phone set-up, you can also manage your backup settings. For instance, you can choose to upload videos to OneDrive in addition to your photos, or choose whether app data gets backed up.

If you turn on backups, your phone will attempt to save a backup of your settings once a day (usually overnight) using a Wi-Fi connection. If your phone doesn't connect to Wi-Fi for about a week, however, it will attempt to send a backup using a cellular data connection subject to your Data Sense settings (which allow you to manage your data usage based on your data plan). To help protect your privacy, all backups are sent encrypted via SSL.

Your Choices:

To turn on backup during phone setup, select yes when prompted on whether you wish to "back up your stuff."

To change any of your backup settings and options at any time:

1. Go to **Settings > system > backup**.
2. Tap on **apps+settings**, text messages, or **photos+video**, and follow the screen prompts for instructions and options.

To delete earlier app + settings backups (this won't affect messages or photos and videos, which must be managed from Hotmail/Outlook and OneDrive, respectively):

1. Go to **Settings > system > backup > apps + settings**.
2. Tap the **manage backups** button.
3. Tap the **delete** button.

See [Messaging](#) and [Photos + Camera](#) for more details on those features.

Note that if you sign in with a Microsoft account, some phone settings and other info like passwords will be synced with Microsoft servers and your other Windows devices by default. To learn more about your choices for syncing settings and info, see the **Sync settings** section.

Calendar

The Calendar app helps you keep track of your appointments, events, and tasks. You can add, delete, or modify calendar events directly in the Calendar app. If you've added a third-party account under **email+accounts** in Settings, calendar info from that account will show up in the Calendar app. Other apps on your phone can read or modify your calendar, or provide their own calendar info that displays in the Calendar app.

If you allow Calendar to use your device's location, it will also display the daily weather forecast if it's available.

Your Choices:

To choose whether Calendar uses your location:

1. Open Calendar and choose **settings** from the menu at the bottom.
2. Check or uncheck the **Use my location** checkbox.

Cortana

Cortana is like a personal assistant on your phone, there to help make things easier in your day and on your phone. Cortana can track things that interest you, allows you to get some quiet time when

you want it, and helps you do things quickly on your phone, like add something to your calendar, make a call, take a note, set alarms, and quite a bit more. It can also give you personalized reminders, suggestions, search results, app recommendations, and more. Tell Cortana you don't want any calls for the next hour unless it's from someone you designate, and nothing else will get through. Use Cortana to see if you have anything scheduled for next Tuesday at 4:00. Cortana can help in so many ways. You can turn Cortana off at any time—see **Your Choices** below.

Cortana works best when it can learn about you and your activities by using information from your phone, your Microsoft account, third-party services, and other Microsoft apps and services. Cortana also provides personalized app recommendations in the Store. To provide personalized experiences, relevant suggestions, and improve Cortana and other services, Microsoft collects and uses various types of information, such as your phone location, information from your calendar, the apps you use, specific information from your emails and text messages, and your contacts. Cortana also learns about you by collecting information about how you use your phone, such as the music you play on your phone, your alarm settings, whether the lock screen is on, what you view and purchase in the Store, and more. Microsoft will use information collected through Cortana to personalize and improve other Microsoft products and services.

You can get to Cortana in three ways:

- Press the Search button—you'll see Cortana greet you. Swipe up to see your interests, or tap the microphone to speak to her.
- Tap the Cortana Tile on the Start screen—this takes you straight to the interests Cortana has ready for you.
- Press and hold the Search button—Cortana will be activated no matter what you're doing on your phone, even while the phone is locked. You can change this setting at any time.

Location services

Cortana uses location information to give you the most relevant results if you ask for something, and to make suggestions that help save you time. Cortana can learn which routes you travel often and provide updates about traffic along those routes so you can leave in time to make your next appointment. If you tell Cortana to remind you to buy milk at the grocery store, Cortana will check your location and remind you when you get to the store. Or you can ask Cortana to find you a nearby restaurant that takes reservations. To provide this service, Cortana regularly collects your phone's location and sends it to Microsoft. If you have previously given Microsoft permission to collect your location in other Microsoft services such as Local Scout or Bing, Cortana may also use this to provide you great suggestions. Cortana can only work if [location services](#) are on, so if you

turn them off, Cortana will be disabled. You can manage your saved places used by Cortana—see **Your Choices** below.

Text messages and email

Cortana can detect times and dates in emails and text messages so you can easily add events to your calendar. For example, if you get a text message that says “let’s meet for dinner at 7pm on Saturday”, you can tap the underlined link to add an event with those details to your calendar. This detection happens on your phone only—no information is sent to Microsoft until you add the calendar event.

Cortana can also automatically keep you up to date on things that are important to you. For example, when you receive a message containing flight information or a package tracking number, Cortana will automatically start tracking the flight or package for you and give you updates on the flight or delivery status. You can get alerts if a flight is delayed, or when your package arrives. Cortana detects this information in messages received on your phone. You can disable detection of this info in Settings.

Speech

To help Cortana understand the way you speak and better understand your voice commands, Cortana sends speech data to Microsoft to build personalized speech models and improve speech recognition for Cortana and other Microsoft products and services. Speech data sent to Microsoft includes voice recordings, as well as associated performance data (such as changes you manually make to text and the final text result). Cortana also collects and uses other information, such as the names of your contacts, how often you call them, the titles of your calendar events, and words you’ve added to the dictionary.

Using Cortana when your phone is locked

When you press and hold the Search button, Cortana will be activated, even when your phone is locked. Cortana can complete some tasks on your behalf without having to enter your lock screen password. For example, without unlocking your phone, you can call people in your contacts, send texts, view or change what’s on your calendar, or set an alarm. To help you complete these tasks, Cortana may display some personal info while your phone is still locked, such as your calendar events or the name of a contact you ask her to call. If you don’t want Cortana to respond to voice commands while your phone is locked, you can change this setting at any time; see **Your Choices** below.

Apps and services

Cortana uses data collected through other Microsoft apps and services to provide personalized suggestions. For example, Cortana can automatically display information about the teams you follow in the Bing Sports app. It also learns your favorite places from the Bing Maps app and what you do in Local Scout so it can offer better suggestions. Your Notebook Interests may also be used by other Microsoft Apps and Services, such as Bing or Bing Apps, to customize your profile interests, preferences and favorites in those Apps as well. Choosing to sign in to Facebook in Cortana settings lets Cortana and Bing give you more personalized recommendations and allows Microsoft to access certain Facebook information. For more information, see the Facebook Personalization section of the Bing privacy statement at [here](#).

Browsing history

If you choose to send your mobile browsing history to Microsoft in Internet Explorer (see the [Internet Explorer](#) section), Cortana can provide suggestions based on the sites you visit in Internet Explorer. Cortana won't collect information about sites you visit in InPrivate tabs.

Search history

Your Bing search queries – even if Cortana does the searching for you – are treated like any other Bing search queries and combined with other information about you to improve your Bing search results and the relevance of personalized ads. You can opt out of personalized ads from Microsoft by visiting choice.microsoft.com. For more information, see the Bing privacy statement at go.microsoft.com/fwlink/?LinkID=298739.

Your Choices:

If Cortana is available in your country or region, you can choose to turn it on while setting up your phone or at any other time. To turn Cortana on or off:

1. Go to **Settings > applications > Cortana**.
2. Toggle the **Cortana** switch to **on** or **off**.

When Cortana is turned on, you can view and edit Cortana interests, reminders, and other settings for suggestions. If you remove an interest in Cortana's Notebook, the interest will be removed but the information used to generate that interest remains on

Microsoft's servers. To edit or clear information collected by Cortana, see below.

1. Press the **Search** button to open Cortana.
2. Tap the **Menu** button to open Cortana's Notebook.

If you choose **Recommended settings** the first time you use Internet Explorer, Cortana will use your browsing history. To change this setting:

1. Go to **Settings > Applications > Internet Explorer**, then tap **Advanced**.
2. Check or clear **Send browsing history to improve and (where available) personalize services**.

You can turn off automatic detection of tracking info in emails (such as flight information) in Settings:

1. Go to **Settings > applications > Cortana**.
2. Check or clear **Detect tracking info, such as flights, in emails on your phone**.

You can choose whether Cortana responds to voice commands while your phone is locked:

1. Go to **Settings > system > speech**.
2. Check or clear **Allow speech above lock**.

Once you turn Cortana off, you can manage the information collected and used by Cortana on Microsoft servers. You can manage info such as your interests, your saved places, your search history, your speech data, and your IE browser history. Additionally, you can manage other information collected by Cortana (such as your calendar, your contacts' names, and information about how you use your phone). Cleared information may not be immediately deleted from our servers, but it will no longer be used by Cortana.

To manage information sent by Cortana to Microsoft:

1. Go to **Settings > applications > Cortana**.
2. Toggle the **Cortana** switch to off.
3. Tap **restart**.
4. Once your phone restarts, go to **Settings > applications > Cortana**.
5. Tap **manage cloud data** to see your choices for editing or clearing data in your online

profile.

To clear information Cortana stored on your phone:

If you haven't already turned off Cortana:

1. Go to **Settings** > **applications** > **Cortana**.
2. Toggle the **Cortana** switch to off.
3. Tap **restart**.

Once Cortana is turned off:

1. Go to **Settings** > **applications** > **Cortana**.
2. Tap **delete phone data**.
3. Tap **Delete**.

When Cortana is turned on, you can control whether Cortana uses information from your Facebook account.

1. Go to **Settings** > **applications** > **Cortana**.
2. Under Facebook, tap **sign in to Facebook** or **sign out**.

Note that if you turn Cortana off after connecting Cortana to Facebook, you'll continue to receive Facebook personalization in other experiences on your phone. To disconnect Facebook after turning off Cortana, see the [Personalized suggestions](#) section.

To control other search settings, such as deleting search terms stored on your phone by Cortana or Bing:

1. Go to **Settings** > **applications** > **Cortana**.
2. Tap **search settings**.

Email + Accounts

When you add an email account to your phone, or connect a social media account to your Microsoft account associated with your phone, subject to the account's settings, your phone may automatically retrieve available messages, contacts, photos, feeds, and documents to help keep the information from these accounts up to date on your phone. If you set up an Outlook Exchange

account on your phone, your network administrator will be able to apply policies to your phone that allow them to require you to use a lock screen password or to disable your SD card. The administrator may also be able to remotely wipe all the content of your phone (including content that is not company-related).

When you share content from your phone to social media, your content is generally uploaded directly to that network. However, photos posted to some social media may be hosted on OneDrive. In these cases, when you share photos from your phone, the photo is uploaded to a public folder on OneDrive and a link to the content is posted to the social media. This means that anyone with access to the link or anyone on the Internet who finds the folder will be able to access the content on OneDrive, even if you posted the link to a private audience. Furthermore, anyone with access to the public folder on OneDrive will be able to access not just the photo you posted to the social media, but all other content in the folder as well. If you delete the photo from the social media, the content will remain in the public folder on OneDrive unless you separately go to OneDrive and delete the content.

Your Choices:

You can change the settings for most types of accounts to update your content less often, or only when you choose.

To change the settings for your update frequency or the content you synchronize:

1. Go to **Settings > email + accounts**.
2. Tap the account you want to change.
3. In the **Download new content** list, choose how often you want to receive updated content. If you only want to receive content when you request it, tap **Manually**.
4. In the **Content to sync** list (where applicable), clear the check boxes of the content you do not want to sync.

The content from Facebook accounts is always updated automatically. If you don't want to receive Facebook updates outside of the Facebook app, you can change this in Settings in the Facebook app.

To delete an account:

1. Go to **Settings > email + accounts**.
2. Tap and hold the account you want to delete.
3. Tap **Delete**.

Find My Phone

The Find My Phone feature allows you to map, ring, lock, or erase your phone from the [My Windows Phone page](#). You will be asked to enter your phone number, and we may use that number to ring or send an SMS to your lost phone at your request. If you've previously requested that your phone be locked, we will use the contact email address provided for your Microsoft account to provide you with instructions to unlock your phone. We will also periodically collect certain diagnostic information about your phone, such as your battery level, phone capabilities (whether SMS or GPS location positioning is available, etc.) and whether the phone has lock screen password or SIM card lock enabled, to provide other features that allow you to remotely lock and/or erase the device.

There are two ways that we determine the location of your phone for the Find My Phone feature:

1. If you have turned on the "save my location every few hours for better mapping" feature from the Find My Phone settings on your phone, the location of your phone will be sent periodically to your online account at the [My Windows Phone page](#). This is particularly helpful in a case where the lost phone is turned off or its battery is fully discharged. The Find My Phone feature only stores the last known location of your phone. When a new location is sent, it replaces the previously stored location.
2. Even if you have not turned on that feature, you can still attempt to find your phone's current location by signing into your online account at the [My Windows Phone page](#). Note that when you make a request from your online account, it will try to retrieve the location of your phone regardless of whether location services are enabled on your phone.

Your Choices:

The "save my location every few hours for better mapping" feature is Off by default. To turn on the feature:

1. Go to **Settings > system > find my phone**.
2. Check **Save my phone's location periodically and before the battery runs out to make it easier to find**.

To completely disable the Find My Phone feature, which will prevent the feature from working even when you make a specific request online, log in to your online account at the [My Windows Phone page](#) and:

1. Click on **Account**.

2. Click on **Remove this Phone**.

Internet Explorer Mobile

Auto-suggestions

To help you find the content you want more quickly, Internet Explorer automatically suggests websites as you type addresses into the browser. Auto-suggestions can come from your History or Favorites stored on your phone, or from the Bing service. To get suggestions from the Bing service, what you type in the address bar or search bar is sent to the Bing service as you type it. To learn more about the information collection practices of Bing, please review the [Bing Privacy Statement](#).

Your Choices:

If you do not want auto-suggestions from the Bing service in Internet Explorer:

1. Go to **Settings > applications > Internet Explorer > advanced settings**.
2. Clear **Get suggestions from Bing as I type**.

Cookies

Websites you visit using Internet Explorer may use "cookies" (small text files placed on your phone by a web server to uniquely identify your phone) to store and read data files on your Windows Phone. Cookies are uniquely assigned to your phone, and can only be read by a website or web server in the domain that issued the cookie to you. Cookies cannot be used to run programs or deliver viruses to your phone. Cookies are often used to personalize your visit to a website or to save you time. For example, to facilitate a purchase, a cookie could contain shopping cart information such as your current selection, as well as contact information such as your name or email address.

You have the ability to accept or decline cookies in Internet Explorer. If you decide to block cookies, you might not be able to view some websites or take advantage of customization features (such as local news and weather, or stock quotes). In addition to accepting or blocking all cookies, you can choose Internet Explorer's "block some" cookie setting, which allows some but not all cookies. For instance, this setting blocks third-party cookies from sites that do not have a compact privacy policy, and cookies that save information that can be used to contact you without your explicit permission.

Your Choices:

You can manage how cookies are used on your phone. To manage cookies:

1. Go to **Settings > applications > Internet Explorer > advanced settings**.
2. Under **Cookies from websites**, select either **accept all**, **block some**, or **block all**.

Data Sense

Data Sense helps you track your data usage, find out which apps are using the most data, and reduce your cellular data consumption. To learn more, see [Use Data Sense to manage data usage](#).

Do Not Track

When you visit a website in any browser, you automatically share information with that website, such as cookies, your IP address, and other standard device information. If the website contains content provided by a third-party website (for example a map, advertisement, or web measurement tools such as a web beacon or scripts), some of this information may also be automatically sent to the content provider. Although this activity can have several benefits – including facilitating ad-supported content on free websites – there are also potential privacy impacts because it may be possible for the content providers to track you across multiple websites.

If you choose, Internet Explorer can send a Do Not Track request to the websites you visit and to the third-parties whose content is hosted on those sites to let the sites know that you prefer not to be tracked. Websites may continue to engage in activities you might view as tracking even though you have expressed this preference. This is dependent on websites' specific practices.

Your Choices:

You can choose whether to send Do Not Track requests as you browse. You can send the requests by choosing the **Recommended** settings on the first use of Internet Explorer or by turning it on or off at any later time:

1. Go to **Settings > applications > Internet Explorer > advanced settings**.
2. Check or uncheck **Send Do Not Track requests to websites you visit**.

Favorites and browsing history

Internet Explorer stores on your phone the websites you've saved as your favorite as well as a history of URLs you have visited recently. If you choose to sync your settings using a Microsoft

account, your favorites and history will be synced to Microsoft servers so you can access them from your other Windows devices. To learn more, see the **Sync your settings** section.

You can also choose to send your browsing history to Microsoft to help improve our services and products. If you have Cortana turned on, browsing history that you choose to send to Microsoft will also be used to offer personalized suggestions. If you don't have Cortana turned on, browsing history that you choose to send to Microsoft won't be used for personalization.

Your Choices:

You can clear website passwords that you asked Internet Explorer to save, entries in Internet Explorer's history folder, web form data, temporary Internet files, and cookies that have been saved to your phone. This feature deletes data stored to your phone but does not delete any browsing history or other search data previously sent to Microsoft. To delete browsing history on your phone:

1. **Go to Settings > applications > Internet Explorer.**
2. Tap **delete history.**

You can choose to send your browsing history to Microsoft by choosing the **Recommended** settings on the first use of Internet Explorer. You can turn it on or off at any time:

1. Go to **Settings > applications > Internet Explorer > advanced.**
2. Check or clear **Send browsing history to improve and (where available) personalize services.**

Location

If you allow a website to access your location, each time your phone requests location, information about nearby cell towers, Wi-Fi access points, and available Global Positioning System (GPS) information may be collected by Microsoft's location service and used to help determine the approximate location of your phone. For additional information, see [Collection and Use of Location Positioning Information](#).

Your Choices:

You will be asked whether you wish to allow a website to request your location information when that website makes the request to your phone. You may stop all sites from prompting for your location permission at any time:

1. Go to **Settings > applications > Internet Explorer > advanced.**

2. Turn **off** the **allow access to my location** switch.

Passwords

When a website requires you to enter a username and password, Internet Explorer will ask whether you want it to save the username and password you entered. You can choose to save a username and password for a specific site; you can also choose to always or never automatically save usernames and passwords you enter. Passwords that Internet Explorer saves are stored encrypted on your phone. If you choose to sync your settings using a Microsoft account, the encrypted passwords will be synced to Microsoft servers so you can use them on your other Windows devices. To learn more, see the **Sync your settings** section.

Your Choices:

You can choose whether Internet Explorer automatically saves passwords:

1. Go to **Settings > applications > Internet Explorer > advanced settings**.
2. Under **Website passwords**, select either **remember**, **don't remember**, or **ask each time**.

To delete passwords that Internet Explorer has saved on your phone:

1. Go to **Settings > applications > Internet Explorer**.
2. Tap the **delete history** button.
3. Check the **Delete saved passwords** checkbox and tap **delete**.

SmartScreen Filter

SmartScreen Filter is designed to help warn you about unsafe websites impersonating trusted websites (phishing) or that contain threats to your phone. If you opt in to SmartScreen Filter, it first checks the address of the webpage you are visiting against a list of high-traffic webpage addresses stored on your phone, which are believed by Microsoft to be legitimate. Addresses that are not on the local list will be sent to Microsoft and checked against a frequently updated list of webpages that have been reported to Microsoft as unsafe or suspicious. Information that may be associated with the web address, such as search terms or data you entered into forms, might be included. Address strings might unintentionally contain personal information, but this information, like the other information sent, is not used to identify, contact, or target advertising to you or your phone.

In addition, Microsoft employs technological measures to filter address strings to try to remove personal information.

Periodically, information about your usage of SmartScreen Filter will also be sent to Microsoft, such as the time and total number of websites browsed since an address was sent to Microsoft for analysis. Some website addresses that are sent to Microsoft may be stored along with additional information, including web browser version, operating system version, SmartScreen Filter version, the browser language, the referring webpage, and information about the website. A unique identifier generated by Internet Explorer is also sent. The unique identifier is a randomly generated number that does not contain any personal information and is not used to identify you. This information, along with the information described above, is only used to analyze performance and improve the quality of our products and services.

Your Choices:

You can choose to use the SmartScreen filter feature by choosing the **Recommended** settings on the first use of Internet Explorer or by turning it on or off at any later time:

1. Go to **Settings > applications > Internet Explorer > advanced settings**.
2. Check or uncheck **Use SmartScreen Filter to help protect against unsafe websites**.

Keyboard Recognition

As you type, your Windows Phone can suggest words and corrections based on the phone's dictionary. Over time, your phone can automatically adapt to include and suggest the words you've previously typed, as well as your contacts' names. For most languages, you can choose to disable these suggestions. However, for certain languages (for example, Chinese and Japanese), suggestions cannot be disabled. When using Japanese, your phone will also make suggestions based on portions of your recent message threads stored on your phone. The automatic adaptations to your dictionary are stored on your phone. You can help Microsoft improve typing on Windows Phone and other Microsoft products and services by participating in the Keyboard Touch Information feedback feature. You can participate by choosing the Recommended settings when setting up your phone or, if you choose custom settings, by enabling the feature there. When you participate, keyboard touch information used by Windows Phone to recognize your intended characters (called "touchpoints") will be sent to Microsoft whenever you use the keyboard on the phone, along with any characters you typed, words you selected from suggestions, and automatic corrections. Because knowing what kinds of words people type on their phones improves the ability of the keyboard to correctly interpret touchpoints, the final text will also be sent. If you have Cortana turned on, your custom dictionary is sent to Microsoft to personalize your experience – see the [Cortana](#) section.

To help protect your privacy, we do not collect keyboard touch information when the phone displays a login screen or password field. We also take measures designed to prevent the collection of email addresses and numeric sequences such as phone numbers, credit card numbers, etc. The keyboard information is sent such that it does not identify you or your phone, and then aggregated with text from many users and transformed into counts of character and word sequences for analysis.

Your Choices:

For most languages you can manage typing suggestions:

1. Go to **Settings > system > keyboard**.
2. Below the **add keyboard** option your enabled languages are shown.
3. Tap the language for which you wish to disable suggestions.
4. Uncheck the suggestions and corrections you don't want.

You can delete words that have been added to the phone:

1. Go to **Settings > system > keyboard**.
2. Tap **advanced**.
3. Tap **reset suggestions**.

You can change the text suggestion improvement setting at any time:

1. Go to **Settings > system > keyboard**.
2. Tap **advanced**.
3. Check or uncheck **Improve suggestions by sending information about my keyboard usage to Microsoft**.

Kid's Corner

Kid's Corner allows you to set your phone so that your child can access only the games, music, videos, or apps you specifically designate. Although not required, this feature works with your screen lock password so that each time you launch Kid's Corner, your child can only access the items you place in Kid's Corner and cannot go back to your home screen or launch other applications. To resume access to other apps or features, you must reenter your password if one has been set. When a child accesses an app in Kid's Corner, they'll typically have access to the full

functionality of that app, and the app will typically collect the same data it would when launched from your normal home screen. When an app is launched in Kid's Corner, it will typically access and transmit the same information (such as your advertising identifier) as when the app is launched from your normal home screen.

Your Choices:

You can set up and manage your Kid's Corner with the games, music, videos, and apps you want your child to be able to access:

1. Go to **Settings** > **system** > **Kid's corner**.
2. Toggle **Kid's Corner** to **On** or **Off**.
3. Tap **Games, Music, Videos, or Apps** to manage the items you want to include.

Location Check-Ins

Check-in allows you to search for a nearby location and then "check in" there on certain social media sites. When you begin the check-in process, data is provided to the Bing search service to deliver results for nearby places. This data includes location, time and date, and your search terms. Once you select the location to check-in, the data necessary to create the requested post is passed on to the social media to which you are choosing to post. This will include information about the place you check-in, including its name, location, street address, phone number, and category or type (for example, a restaurant, store, or bar). By choosing to "check-in" you may expose your location to others. You can also choose to allow your "check-in" information to be used by Bing to help personalize your future search results on your phone or anywhere you are signed into your Microsoft account. If you choose this option, your "check in" history is stored in association with your Microsoft account and may be used to personalize and improve other Microsoft products and services, such as Cortana. To learn more about the information collection practices of Bing, please see the [Search](#), and also the [Bing Privacy Statement](#). For more general information on location services, see [Collection and Use of Location Positioning Information](#). **Your Choices:** To use the "check-in" feature you must have your phone's master location services switched to **On** as described in the [Collection and Use of Location Positioning Information](#) section of this statement.

To post "check-ins" and use location to find nearby places for posts:

1. Go to **Settings** > **applications** > **people**.
2. Toggle the **Use my location** switch to **On**.

To allow Bing to use your check-in history to improve your search results:

1. Go to **Settings > applications > people**.
2. Check **Save check-in searches and locations with my Microsoft account to improve search results**.

Maps

Your phone contains integrated Nokia Mapping Technology. Depending upon your location, requests made by the Maps app may be fulfilled by Nokia or Bing. When you request a map or interact with Nokia Mapping (such as when requesting routing directions or traffic information), some standard device information will be provided to Nokia. This information is not used to identify, contact, or target advertising to you or your device unless Nokia otherwise obtains your consent. Nokia may use this data to provide and improve their mapping services. You can keep track of your favorite places and recent map searches in the Maps app. When you start typing in a location field (for example, in the Calendar app), your favorite places and search history will be included as search suggestions. If you're signed in with your Microsoft account on your phone, your favorite places and search history will be synced across other apps and services you sign in to with your Microsoft account. In Maps settings, you can control whether this info is synced, but if you have Cortana turned on, this info will always sync. To learn more about how Cortana uses location information, see the [Cortana Section](#). If you allow Maps or Local Scout to access your location, the approximate location of your phone, along with any queries you make in Maps and Local Scout, will be sent to Microsoft to improve and personalize products and services, such as local search results. To learn more about the information collection practices of Maps and Local Scout, powered by Bing, please review the [Bing Privacy Statement](#).

Your Choices:

To turn on or off the Maps feature's access to your phone's location, which is **Off** by default:

1. Go to **Settings > applications > maps**.
2. Toggle the **Use my location** switch to **On** or **Off**.

To clear your previous map searches and temporary files from your phone:

1. Go to **Settings > applications > maps**.
2. Tap **delete history**.

Messaging

When you sign in with a Microsoft account on your phone, you can sync your SMS and MMS messages and store them in the Outlook.com account associated with your Microsoft account. This allows you to retrieve the messages if you lose or change phones. You will be asked whether you wish to “back up your stuff” during phone set-up. If you choose this option, it will turn on backup of SMS and MMS messages. See [Backup](#). After your initial phone set-up, you can manage your messaging settings at any time. For instance, you can turn on or turn off text message backups, manage delivery confirmations and acknowledgments, choose which app to receive text messages with, and change other messaging settings. Turning off your SMS/MMS backup will not delete messages that have been previously backed up to your Outlook.com account. To delete such messages from storage, you must delete them from your phone prior to turning off backup. See [Email + Accounts](#). You can attach a map of your current location, a picture, a video, a voice note, or contact information to an outgoing message. If you choose to attach your location to your message, landmark information may be collected by Microsoft's location positioning database. See [Collection and Use of Your Information](#). If you use a third-party app to send or receive text messages, that app's use of message data will be subject to the third party's privacy practices.

Your Choices:

To turn on SMS/MMS sync:

1. Go to **Settings > applications > messaging**.
2. Toggle the **text message backup** switch to **On**.

To choose which app to receive texts with:

1. Go to **Settings > applications > messaging**.
2. Under **Receive texts using**, choose the app you want to use to receive texts.

To attach a map of your location or another file to an outgoing message:

1. Tap the paperclip symbol at the bottom of the screen.
2. Select the item(s) you wish to attach.

Microsoft Account

A Microsoft account keeps your photos, contacts, music, documents, settings, passwords, and more in sync with your PC or Xbox. It can also personalize your experiences across Microsoft services and products. You do not need to create or enter a Microsoft account to use your phone. However, if you do not associate a Microsoft account with your phone, you won't be able to get apps from the Store or use features like Xbox LIVE, Xbox Music, Backup, or Find My Phone. If you do not want to

create or enter a Microsoft account when setting up your phone, tap **Not now** when prompted to create or enter a Microsoft account.

If you associate a Microsoft account with your phone, you can use an existing Microsoft account or you can create one using the phone. If you have an existing account, any contacts associated with that account will be automatically synced with your phone. When you connect a Microsoft account, it will automatically import contacts and calendar items you've added locally on your phone to your online Microsoft account contact list and calendar. Contacts and calendar items from third-party services, such as social media accounts, are not imported to your Microsoft account. After you create your Microsoft account, you can use the same credentials to sign in to many different Microsoft sites and services, as well as third-party apps and services. By signing in to one Microsoft site or service, you may be automatically signed in when you visit other Microsoft sites and services. Once you're signed in, you can choose to use your Microsoft account with third-party apps and services. How a third-party app or service uses info from your Microsoft account is subject to the third party's privacy practices. To learn more about the information collection practices for Microsoft accounts and how your credential information is used when you sign in to participating sites, please read Microsoft account disclosures in the [Microsoft.com Privacy Statement](#).

Your Choices:

To set up or associate an existing Microsoft account with your phone during phone setup, follow the screen prompts. You may also do so at any time after setup:

1. Go to **Settings > system > email + accounts**.
2. Tap **add an account**.
3. Tap **Microsoft account**.
4. Follow the screen prompts.

You may delete your Microsoft account sign-in credentials from your phone at any time. However, this will delete all data from your phone – including all apps you have downloaded, music, pictures, and videos – and will reset the phone to the factory settings.

To delete your Microsoft account sign-in credentials from your phone:

1. Go to **Settings > about**.
2. Tap **reset your phone**.
3. Follow the screen prompts.

Notifications and Action Center

When you swipe down from the top of the screen, you can see recent notifications from your apps and take quick actions like turning on Bluetooth or opening the camera. You can choose which apps and quick actions appear in Action Center, and you can choose whether Action Center is available while your phone is locked. If you choose to make Action Center available while your phone is locked, notifications like text messages and emails will be visible without having to unlock your phone.

Your Choices:

To clear notifications in Action Center:

1. Swipe down from the top of the screen to open Action Center.
2. Tap **Clear All** to clear all notifications, or swipe to the right on an individual notification to clear it.

To choose which quick actions appear in Action Center:

1. Go to **Settings > notifications + actions**.
2. Tap one of the quick actions to choose which one to use.

To choose whether Action Center displays when your phone is locked:

1. Go to **Settings > notifications + actions**.
2. Check or uncheck **Show notifications in action center when my phone is locked**.

To change an app's notification settings:

1. Go to **Settings > notifications + actions**.
2. Tap an app in the list to change its notification settings.

Office Mobile

Once you configure your phone with a Microsoft Account, documents, document settings, and notes stored in your phone can be synced to OneDrive, Office 365, or Microsoft SharePoint Server. Specific metadata properties for the documents will be automatically synced to your phone to provide current information such as last updated date and author of documents. Documents (Word, Excel, PowerPoint) that you create on the phone are synced to OneDrive, Office 365, or Microsoft SharePoint Servers only when you take explicit action to save the document to one of these

locations. OneNote files are automatically synced when you close the file or switch to another function if a data connection is available.

Your Choices:

To delete all Office settings and content, including saved SharePoint sites, SharePoint documents, OneDrive documents, settings and credentials from your phone

1. Go to **Settings > applications > Office.**
2. Tap **Reset Office.**

User name

Every file saved by Microsoft Excel Mobile, Microsoft OneNote Mobile, Microsoft PowerPoint Mobile, and Microsoft Word Mobile includes the following file properties:

- Author
- Last Saved By

Additionally, if you save comments to a file, Office Mobile includes your user name with each comment. This information is then available to anyone who has access to your file.

Your Choices:

To change the user name associated with your files, such as file properties and comments:

1. Go to **Settings > applications > Office.**
2. Change or clear the user name.

People Hub

The People Hub lets you view and interact with contacts stored on your phone and synced from your online accounts, such as your email account or Facebook account. You can view and edit contact info, as well as view and interact with your contacts' updates from social networking apps that integrate with Windows Phone. For example, you could reply to a friend's Facebook status update that you see in People Hub. You can also update your own status or post location check-ins—see the [Location Check-Ins](#). Your interactions with third-party services are subject to the third party's privacy practices and any applicable terms of use.

When you add an account to your phone (see the [email+accounts](#) section), contacts associated with that account are automatically synced to your phone. You can view or edit these contacts or add new contacts in the People Hub. If an app has access to your contacts, it can provide additional details to existing contacts, provide its own contacts, and collect your existing contacts' information. A third-party app's use of your contacts' information is subject to the third party's privacy practices and any applicable terms of use.

Apps' use of contact information can be used to enhance your experience. For example, a video calling app can add its usernames to your existing contacts. In this case, when you're on a cellular call with a contact for whom the app has provided a username, your phone may let you seamlessly start a video call with them using the app.

Your Choices:

You can choose whether contacts sync from the accounts you've added on your phone:

1. Go to **Settings** > **email+accounts**.
2. Tap an account to select it.
3. Under **Content to sync**, check or uncheck **Contacts**.

Personalized Suggestions

If you have Cortana turned on, it will provide personalized suggestions as described in the Cortana section. If you don't have Cortana turned on, you can still get personalized suggestions as described in this section.

If you turn on Personalized Suggestions, Microsoft will attempt to further personalize your Windows Phone experience by refining your search results and suggesting apps and games that may interest you. These suggestions are based on information we collect through other features and services associated with your Microsoft account as well as your use of certain features and services related to your phone. This includes information about your use of your phone (for example, which apps you run most often), activity in the Store (for example, the kinds of apps you browse, download, and review), your signed-in activity on other services (for example, your activity on Xbox LIVE) associated with your Microsoft account, and location information (for example, your location when you search using Bing) to provide better geographic suggestions for you. You may also choose to supplement your suggestions by connecting Windows Phone with Facebook, which may include things your friends like in suggestions for you. If you connect with Facebook, other features (like Cortana) will also be connected to Facebook and can use its data.

Information about the way you use your phone is collected through Phone Feedback. As described

below, the feedback data is generally associated only with a unique ID that does not identify you or your phone and is not associated with your Microsoft account. By choosing to participate in feedback and also opting-in to personalized suggestions, we will associate this data with your Microsoft account to allow a more personalized phone experience. If you have not enabled feedback, that data will not be collected even if you otherwise opt in to suggestions. However, other data, such as your activity in the Store, will still provide a basis for some personalization.

You may choose to turn off Personalized Suggestions at any time. In addition to stopping further personalized suggestions, if you have opted in to Feedback, this will cause future feedback data to again be associated only with a unique ID and not associated with your Microsoft account. It will not alter other data collection associated with your Microsoft account (for instance, in connection with your Store activities). That data will still be collected in the Store servers and may be used later if you again enable Personalized Suggestions.

Your Choices:

When you use the Store, you may be asked whether you wish to turn on the Personalized Suggestions feature, which is **Off** by default. You may also turn on or off the Suggestions feature at any time:

1. Go to **Settings > applications > store**.
2. Tap on **suggestions**.
3. Toggle the **Suggestions** switch to **On** or **Off**.

You may also change your selection of whether to supplement Personalized Suggestions with your Facebook data at any time:

1. Go to **Settings > applications > store**.
2. Tap on **suggestions**.
3. Tap on **Facebook** to connect to Facebook and turn on Facebook suggestions, or tap and hold **Facebook** and tap **remove facebook suggestions** to remove Facebook suggestions.

Phone Feedback

By participating in Windows Phone Feedback (feedback), you can help Microsoft improve Windows Phones, other Microsoft products and services, and trusted partner products and services. When you choose to participate, we collect information about how you use your phone and apps, as well as errors you experience and other feedback you submit to Microsoft. The following categories of data may be collected and sent to Microsoft

periodically using available data connections:

- Phone configuration, such as the network connections in use, screen resolution, memory use, battery life, domain settings for email accounts you've set up, and which version of Windows Phone software is running.
- Performance and reliability, such as how quickly a feature responds when you tap an icon or press a button, how many problems you experience with a feature, and how quickly information is sent or received over a network connection.
- Application use, such as the features and apps that you use most often, what features and apps you pin to the Start screen, how you navigate app menus and the Store, how often you change settings and update feeds and contact info, and how long you are using certain features and apps.
- Software operation errors, such as problems that interrupt you while you use your phone, and errors that occur behind the scenes. Reports might contain personal information, but Microsoft uses this information to diagnose errors, not to identify you or contact you.
- Feedback you voluntarily submit to Microsoft.

Microsoft does not use the information collected by feedback reports to identify you unless you specifically give permission in a particular feature (for example, if you decide to get suggestions in the Store).

We use feedback information to improve the products and features that people use most often and to help create solutions to common issues. Feedback information, particularly error reports, might contain personal information. For example, a report that contains a snapshot of phone memory might include your contact list, part of an email or SMS you were working on, or data that you recently submitted to a website. However, this information is used only to diagnose errors, not contact you. To improve the products and services that run on Microsoft software, we may share feedback information with equipment manufacturers and other trusted partners. We prohibit these partners from using any such data to contact you.

Your Choices:

To change the Phone feedback setting at any time:

1. Go to **Settings > system > feedback**.
2. Toggle **Send feedback** to **Off** or **On**.

Photos + Camera

Your phone's camera allows you to embed location info in your photos. Please be aware that by choosing to share photos with embedded location info to social media, online services, and applications, you may be exposing that location info to others. A third party's use of this location info is subject to the third party's privacy practices.

When you take photos embedded with your location, the Photos app can group your photos by time and location. To group your photos, the Photos app sends location info in your photos to Microsoft to determine the names of locations, such as "Seattle, Washington". Microsoft doesn't save the location information sent by the Photos app, and it isn't associated with your Microsoft account or used to identify, contact, or target advertising to you.

When you sign in with a Microsoft account on your phone, you can choose to automatically upload photos and/or videos to a OneDrive folder and manage the quality (resolution) of the uploads. This feature uploads media you capture on the device, as well as media you save to the device (such as from a social media album). It does not automatically upload media from an SD card or anything you copy to your phone over a USB connection from a computer. You will be asked whether you wish to "back up your stuff" during phone set-up. If you choose this option, it will turn on automatic upload of lower resolution photos. See [Backup](#).

After your initial phone set-up, you can manage your OneDrive photos and/or video storage on a detailed basis. For instance, you can choose to also upload videos to OneDrive, or choose to upload photos and videos at full resolution. Depending on the resolution quality you choose, your phone may use cellular data or Wi-Fi connections and the upload may be delayed until an appropriate data connection is established. Turning off automatic upload will not delete photos that have been previously uploaded to OneDrive. To delete such photos from storage, you must log into your online account at the [My Windows Phone Page](#).

You may choose to install third-party apps that also allow automatic uploads of photos and videos. Your phone can help you find such apps and can also identify the apps you have on your phone that are capable of automatic uploads. You should carefully consider the terms of use and privacy practices for such apps.

Your Choices:

You may be asked whether you wish the Camera to include location information in the photos and videos you capture, which is off by default. To change this setting at any time:

1. Go to **Settings > applications > photos + camera**.
2. Toggle the **Use location info** switch to **On** or **Off**.

To automatically upload photos and/or videos to your OneDrive folder:

1. Go to **Settings > applications > photos + camera**.
2. Under **Auto upload**, tap on the **OneDrive** entry.
3. Use the radio buttons under **Photos** and **Videos** to set the resolution for the uploads you want.

To find and install other apps that can automatically upload your photos and videos:

1. Go to **Settings > applications > photos + camera**.
2. Under **Auto upload**, tap on the **apps** entry.
3. Tap the **find apps** button.

To choose whether the Photos app groups photos by time and location:

1. Go to **Settings > applications > photos + camera**.
2. Under **Photo settings**, check or uncheck **Group my photos by time and location**.

Rooms

Rooms allow you to share chat messages, calendars, photos, videos, and notes with other members of the room. Members will see chat messages, calendar items, photos, and notes you specifically choose to share with the room. Members will not have access to your personal calendars, photos, and notes, except for the ones you've chosen to share with your Messenger friends. Rooms rely on Messenger for the chat function, and all members of the room will see the chat messages you send to the room. When you set up a room and invite others to it, or when you accept an invitation to join a room, you will automatically become Messenger friends with the other members of the room, and those who later join. Depending on your Messenger settings, friends may be able to review your Messenger profile information and see other information you've chosen to share with your Messenger friends (such as shared files in OneDrive). If you are a member of a room, you may not be notified when the room creator invites others to the room and when they join. If you or others leave the room, or if you remove someone from the room or delete a room, you will still be Messenger friends unless you separately remove the person from your Messenger friends list. You may wish to periodically check your Messenger account and manage your friends settings.

Your Choices:

To create a room from Start:

1. If a Family Room Tile is visible on Start, tap on it.
2. Tap **invite someone**.
3. Choose a contact (with a phone number) and send them an invitation to join the room.

To create a room from the People Hub:

1. On Start, tap **People**.
2. Swipe left or right to **Together**.
3. Tap **New +**.
4. Tap **Room**.
5. Type a name for the room, and tap **save**.

To edit or delete a room (if you are the room owner/creator):

1. On Start, tap **People**.
2. Swipe left or right to **Together**.
3. Tap the room you want to edit or delete.
4. Swipe to **Members**.
5. Do any of the following:
 - To invite a member to the room, tap **Members > Invite +**.
 - To remove a member from the room, tap **Members**, tap the contact, and then tap **Remove**.
 - To rename the room, tap **More . . . > Rename**.
 - To delete the room, tap **More . . . > Delete room**.

To leave a room (if you are non the room owner/creator):

1. On Start, tap **People**.
2. Swipe left or right to **Together**.
3. Tap the room you want to leave.
4. Swipe to **Members**.

5. Tap **Leave room**, and then tap **Leave**.

To unfriend a person on Messenger, remove the contact from your phone.

Search

If you have Cortana turned on, Cortana provides the search features on your phone – see the [Cortana](#). If you don't have Cortana turned on, you can still use the search features described in this section. Bing search can help you quickly find the information you want. To learn more about Bing privacy practices, please review the [Bing Privacy Statement](#).

Your Choices:

To clear previously typed search terms, music searches, and Tag and vision searches from your phone:

1. Go to **Settings > applications > search**.
2. Tap **delete history**.

Auto-suggestions

To help you find the content you want more quickly, Search automatically suggests search terms as you type. Auto-suggestions can come from your search history stored on your phone, or from the Bing service. To get suggestions from the Bing service, your search term is sent to Bing as you type it or say it.

Your Choices:

To turn on or off the Search feature's auto-suggestions from the Bing service, which is **On** by default:

1. Go to **Settings > applications > search**.
2. Check or uncheck **Get suggestions from Bing as I type**.

Location

If you allow Search to access your location, the location of your phone will be sent to Bing and used as described in the Bing privacy statement.

Your Choices:

To turn on or off the Search feature's access to your phone's location, which is **Off** by default:

1. Go to **Settings > applications > search**.
2. Toggle the **Use my location** switch to **On** or **Off**.

Microsoft Tags

When you scan a Microsoft Tag (a two-dimensional barcode), the phone's camera scans the Microsoft Tag to return you applicable information. The image information is not associated with your Microsoft account or used to contact you. Microsoft may also send your standard phone information (and location data if you have chosen that setting) to the Tag creator to provide local results based on your phone and other Tags you scanned from the same Tag creator. For example, if you scan a Tag on a movie poster, the information collected by Microsoft may be provided to the publisher of the poster, which may use it to provide you with nearby show times for the movie. Tag creators' use of this information is subject to their privacy practices, and not this privacy statement.

Your Choices:

To turn on or off the Search feature's option of sending location information in connection with scans of Microsoft Tags, which is **Off** by default:

1. Go to **Settings > applications > search**.
2. Check or uncheck **Send location info for Microsoft Tags**.

Music Searches

When you utilize the Music Search function, an audio "fingerprint" of the audio captured by the microphone is sent to Bing to provide you with search results. The audio information is not associated with your Microsoft account or used to identify or contact you or your phone.

Visual Searches

When you utilize Visual Search functionality, the phone's camera scans whatever is in its field of vision for a small period of time and a series of frames is sent to Bing to provide you with search results. The image information is not associated with your Microsoft account or used to identify or

contact you or your phone. You should be aware that this could result in inadvertently sending some extraneous frames to Bing and be aware of where you are pointing the camera.

Your Choices:

To turn on or off the Search feature's option of storing and using images you have sent to improve future Bing search results, which is **On** by default:

1. Go to **Settings > applications > search**.
2. Check or uncheck **Allow Microsoft to store and use images from vision searches**.

SharePoint Mobile

You can import a list of SharePoint sites and save your domains and network credentials to your phone. When you access a SharePoint site, if you have permissions to create a new sub-site, the site saves cookies to your phone. Taken together, these cookies form a list of sites to which you have permissions. This list is used by several Office programs to provide you with quick access to the sites that you have visited before. If you delete the cookies from your phone, you will be required to re-enter your credentials to obtain access to the sites.

The list of SharePoint sites you have visited is not accessed by Microsoft and is not exposed to the Internet unless you choose to make the list more broadly available. When you create a new website or list in SharePoint, or add or invite people to an existing website or list, the site saves the following for each person:

- Full name
- Email address

A user ID is added to every element that you or the other users of the site add to or modify on the site. As with all of the content on the SharePoint site, only administrators and members of the site itself have access to this information.

All elements of the SharePoint site include two fields:

- Created By (user name of person who created the element and the date created)
- Modified By (user name of the person who last modified the element and the date modified)

Administrators of the servers where SharePoint sites are hosted have access to some data from these sites, including names, email addresses, and permissions of all users with permission to access the site, which is used for analyzing the usage patterns of the site and improving the percentage of time that the site is available. All users with access to a particular SharePoint site

might search and view all content available on that site.

Your Choices:

To open SharePoint links in the Office Hub, which is **On** by default:

1. Go to **Settings > applications > Office**.
2. Check or uncheck **Open SharePoint links in the Office Hub**.

Speech

Windows Phone provides a speech recognition service for speech-enabled features and apps. If you have Cortana turned on, Cortana provides the speech recognition service – [see the Cortana section](#). If you don't have Cortana turned on, you can still use the speech recognition service described in this section.

When you use the speech recognition service on your phone for speech-enabled features or apps, whether provided by Microsoft or third-parties, your speech input and performance data associated with the speech functionality, such as changes you manually make to text and the final text result, ("speech data") will be automatically sent to Microsoft to process and respond to the request, and to improve the speech service. To better tune our speech recognition algorithms, your recent contact names (but not phone numbers or other contact information) will also be sent to Microsoft. You will be prompted to enable the speech recognition service when you first attempt to use any speech functionality.

When speech data is sent to Microsoft, Microsoft generates a unique ID that is stored on your phone and sent with requests to distinguish requests from different phones. The unique ID is a randomly generated number that does not contain any information to directly identify you personally.

If you disable the speech recognition service, you will not be able to search online using your voice or send a message via voice, but you may still be able to use other simple voice commands supported solely on the phone, such as "Call Mom" or "Start Internet Explorer."

Your Choices:

To prevent speech data from being sent to Microsoft, if you've previously enabled:

1. Go to **Settings > Speech**.
2. Uncheck **Enable Speech Recognition Service**.

Storage Sense

You may be able to use an SD card to import or export data files from your phone, such as music or photos. You can choose to store pictures, music, video, or certain apps on your SD card. When you first insert an SD card, you can choose what kinds of data to store on it. You can change this setting at any time.

You should be aware that data stored on your SD card is more susceptible to potential loss or unauthorized access by others. Once removed from your phone, the SD card data is generally readable by any device into which it is inserted, even if you set a lock screen password for your phone. You should carefully consider the data you choose to store on your SD card.

Your Choices:

To select what data to store on your SD card or internal memory:

1. Go to **Settings > system > storage sense**.
2. In the pop-up menu for the type of data you're interested in, select **phone** or **SD card**.

Store

To create a new Store account, you may need to provide your age and country/region. If you already have a Microsoft Billing account, you'll be able to use the payment method(s) you've already added to purchase content and apps from the Store. We also collect your email address so that we can provide Store receipts and notifications. For new accounts, we will auto-generate a nickname (which we refer to as a gamertag) that is used to identify you on the Xbox LIVE and Xbox Music services.

If you post reviews on the Store, the reviews will be posted under the first name on your Microsoft account. The developer of an app you review will be able to see your review, and can write an email response to your review. Microsoft will email you the response on behalf of the developer – the developer doesn't receive your email address. However, if you reply directly to the developer's support email address, the developer will have your email address. You can choose to stop receiving developer responses from Microsoft by using the opt-out link in a review response email.

The Store provides an online experience tied to your phone. When you visit the Store, we collect information about your Store browsing, Store purchases, and other activities within the Store. This activity is used to improve the Store experience generally, and may be used to provide specific recommendations for you on your phone if you turn on [Personalized Suggestions](#) or [Cortana](#). We may also share aggregate data regarding Store activity with partners.

You may require the use of a wallet PIN before making a music, app, or certain in-app purchase. To allow you to bill charges for apps through your mobile operator (where applicable), we may collect data that identifies your phone and your mobile operator, such as your IMSI and a portion of your Subscriber Identity Module ("SIM") card identifier (not all phones utilize SIM cards). These allow us to facilitate the billing and resolve questions about purchase failures, pricing, or other issues. We do not use the information collected in this way for any other purpose, nor do we share that data with any party other than your mobile operator.

IDs of the apps you've installed on your phone are sent periodically to the Store to determine if there are available updates for any apps you've installed. If you choose to automatically update apps (for example, while setting up your phone), the Store automatically downloads and installs updated versions of your apps. You can choose whether app updates are automatically installed in Store settings. However, certain updates may be required for continued operation of certain apps.

Your Choices:

To control whether app updates are downloaded and installed automatically:

1. Go to **Settings > applications > store**.
2. Under **App updates**, toggle the **Update apps automatically** switch to **On** or **Off**.

To require the use of your wallet PIN before making a music, app, and certain in-app purchases:

1. Go to **Settings > applications > store**.
2. Tap on **PIN** button.
3. Toggle the **Wallet PIN** to **On** and follow the directions to enter your PIN (if you have not previously done so).
4. Check the **Use Wallet PIN to protect music, app, and in-app purchases**.

This feature can also be turned on through the Wallet settings. See [Wallet](#). To edit or remove billing information in your Microsoft Billing account, signing in to your account at [Microsoft Billing and Account Management](#). To edit a review you previously posted in the Store, sign into the Store and click or tap on the review text.

Sync Settings

When you sign in to your phone with a Microsoft account, it automatically syncs some of your settings and info with Microsoft servers to make it easier to have consistent experiences across

multiple Windows devices like your phone and your PC. Information that can be synced includes your theme, app settings, passwords you've saved, and Internet Explorer favorites and history.

If you've already chosen to sync settings with your Microsoft account on another Windows device, some settings will automatically be synced to your phone during setup after you sign in to your Microsoft account.

To help protect your privacy, all synced settings are sent encrypted via SSL. Some settings might not sync until you confirm your Microsoft account on your device. Microsoft doesn't use these synced settings or info to identify, contact, or target advertising to you.

Note that some apps sync their own data in other ways, which might have separate settings.

Your Choices:

When you sign in to your phone with a Microsoft account, your settings will sync by default. To choose what information is synced:

1. Go to **Settings > system > sync my settings**.
2. Toggle the **Theme, App settings, Internet Explorer, or Passwords** switches to **On** or **Off**.

Note that if you choose to back up your stuff, your phone settings and other info will still be sent to Microsoft servers according to your backup settings, but will only be synced to your other devices according to your sync settings. To learn more about your choices for backing up your phone, see the **Backup** section.

Tap + Send

Your phone may include Near Field Communications ("NFC") capabilities that allow you to share photos, websites, contacts, and more to compatible NFC-equipped devices by merely "tapping" your phone to the other device (or otherwise placing in very close proximity). You will always be separately prompted before the data is actually shared, so you decide what information to share in each instance. This feature does not transmit data to Microsoft.

Your Choices:

To turn on or off the NFC sharing feature, which is **On** by default

1. Go to **Settings > applications > tap + send**.
2. Toggle the **NFC Sharing** switch to **On** or **Off**.

Updates

Microsoft may release updates for your phone operating system with useful or critical improvements. Apps acquired from the Store are updated through the Store and not this feature. To make sure you know about any update as it becomes available, your phone scans regularly for updates. When you enable this feature, updates will be automatically downloaded. You will still be notified and urged to install the downloaded updates, but for critical updates, your phone will install the updates automatically. If you choose to disable this feature, you will be notified when updates are available for download, and you can choose when to download and install the updates.

Each time the phone checks for available updates, and each time updates are installed, standard device information is sent to Microsoft. This information is used to determine the updates that are applicable to and appropriate for your phone, and to operate, analyze, and maintain the Update service. Standard device information is also used to generate aggregate statistics that help us analyze successes, failures, and errors you experience with the Update services.

If you choose recommended settings while setting up Windows Phone, the Windows Phone updates feature will be turned on. If you choose to customize settings, you can control operating system updates by selecting **Automatically download and install Windows Phone Updates**. After setting up Windows Phone, you can turn this feature off at any time.

Your Choices:

To change the setting for automatic download of non-critical operating system updates when they are found:

1. Go to **Settings > system > phone update**.
2. Check or clear **Automatically download updates if my data settings allow it**.

To manually check operating system updates at any time:

1. Go to **Settings > system > phone update**.
2. Tap **check for updates**.

Wallet

You can set up a wallet on your phone to hold payment methods (including credit and debit cards) for making purchases in the Store or elsewhere. Your wallet can also hold other information such as coupons, loyalty cards, tickets, and other digital content. Apps on your phone can automatically save information to your wallet. You can also add items to your wallet from an email or a web link.

If you let Wallet use your location, it can notify you when your phone is near locations associated with items in your wallet. For example, Wallet could automatically show you your ticket to a concert when you're near the concert venue. Wallet doesn't share your location with any third parties.

Some items in your wallet can be updated over time. Wallet will periodically download updates to these items.

When you add a credit or debit card, we store only the first six digits and the last four digits on your phone. The first six digits are used to help you find apps (such as apps from your bank) that can improve your wallet experience. The last four digits are used to identify specific cards. The full card number is stored in Microsoft's commerce platform servers, which use a variety of security technologies and procedures to help protect your information. If you have associated a credit card with your Microsoft account (for example, in the Store), we will also make it available in your wallet. You can also add billing details and other information about a card to your phone for easy reference. This information will be encrypted and stored on your phone.

Depending on your carrier, you may also be able to use wallet information for fast card NFC transactions at some merchants (for example, to use credit or debit cards for contactless payments, or use your loyalty card at a grocery store). When this capability exists, the fast card credentials are stored on a secure element on your SIM card.

Your Choices:

You can apply a Wallet PIN that must be entered before launching the wallet. To set a wallet PIN:

1. Go to **Settings > applications > wallet**.
2. Toggle the **Wallet PIN to On**.
3. Follow the directions to enter your PIN.

You can also require entry of your wallet PIN to make purchases of music, apps, and certain in-app purchases if you have set a wallet pin:

1. Go to **Settings > applications > wallet**.
2. Check **Use Wallet PIN to protect music, app, and in-app purchases**.

This feature can also be turned on through the Store settings. See [Store](#) above.

If your carrier provides NFC capabilities, your phone will have an additional setting that allows you to control when a card can be used to make an NFC transaction:

1. Go to **Settings > applications > wallet**.

2. Under **fast cards will work** select **while wallet is open, while phone is unlocked, or while screen is on**.

Wi-Fi Sense

Wi-Fi Sense connects you to Wi-Fi networks around you to help you save cellular data and give you more connectivity options. It lets you:

- Automatically connect to crowdsourced open Wi-Fi networks
- Automatically accept the terms of use and provide additional info for Wi-Fi networks that require it
- Exchange access to password-protected Wi-Fi networks with your contacts. They can get Internet access using the networks you choose to share. Likewise, you can get Internet access using networks your contacts share

Note that Wi-Fi Sense uses your location to identify known networks near you. By using Wi-Fi Sense, you understand and agree that it will use your location. If **Location services** is turned off in Location Settings, you won't be able to use Wi-Fi Sense. To learn more, see the [Collection and Use of Location Positioning Information](#) section.

You should also note that not all Wi-Fi networks are secure.

If you choose **Automatically connect to Wi-Fi networks and accept terms for me** while setting up your phone, your phone automatically connects to open Wi-Fi networks that other Windows Phone users have crowdsourced. If a Wi-Fi network requires you to accept terms of use or provide some additional info before you can connect, Wi-Fi Sense can also do these things for you to get you connected quickly. Wi-Fi Sense won't automatically give your personal contact information (name, phone number, or email address) to Wi-Fi networks until you set it up to do so. After you choose to have Wi-Fi Sense provide your personal contact information to networks, Wi-Fi Sense will automatically send that personal contact information to any network that requests it without prompting you. A network operator's use of your personal contact information is subject to their privacy practices, which may permit the network operator to use or share your personal contact information broadly. If you don't want Wi-Fi Sense to automatically accept terms or send your personal contact information, you can turn either of these features off in Wi-Fi Sense settings.

To provide this functionality and help the Wi-Fi Sense service identify networks for you and other users in the future, Microsoft will collect data about the connection requirements and speed of Wi-Fi networks that you connect to on your own. For example, it collects information about whether the network requires you to accept terms of use or enter other information before you can connect. In

some cases, this connection information might contain personal information you entered, such as your email address. Wi-Fi Sense will try to remove or obscure personal information before it's sent to Microsoft. Any personal information that's inadvertently collected isn't used for any purpose and will be deleted.

Open Wi-Fi networks aren't secure. For example, anyone can connect and possibly see what you're doing. Be careful when doing things online that require personal or sensitive information, or wait until you can connect to a secure network that you trust before doing these things. You can disconnect from any Wi-Fi network any time you want by going to **Settings > Wi-Fi**.

If you choose **Allow me to exchange Wi-Fi network access with my contacts** while setting up your phone, Wi-Fi Sense will help you and your contacts exchange access to password-protected Wi-Fi networks that you choose to share. You can share networks with specific groups of contacts, such as your Facebook friends, Outlook.com contacts, and Skype contacts. When you first connect to a password-protected Wi-Fi network, you can choose to share that network with your contacts, so they can use it to get Internet access if they use Wi-Fi Sense. Wi-Fi Sense will send the Wi-Fi network password that you enter and choose to share to Microsoft over an encrypted connection. Microsoft encrypts and stores the password, and then provides it to your contacts' phones if they're using Wi-Fi Sense and a network that's shared with them is in range. Your contacts won't be able to see the passwords for networks you share, and you won't be able to see the passwords for networks they share. In addition to the network password, the network name and other information that's needed to connect is also shared. You can choose to stop sharing access to a network with your contacts at any time, but note that there may be a delay before the network is removed from your contacts' phones. To immediately prevent others from accessing a network, the network owner can change the network password.

You can change your Wi-Fi Sense settings any time you want. To do so, go to **Settings**, and then tap **Wi-Fi > Wi-Fi Sense**.

Your Choices:

When you're setting up your phone, you can choose whether you want use Wi-Fi Sense. After setting up your phone, you can change your Wi-Fi Sense settings at any time.

You can choose whether your phone will automatically connect to open public Wi-Fi networks, and whether it will automatically accept terms of use. To choose whether to automatically connect to open public Wi-Fi networks:

1. Go to **Settings > Wi-Fi > Wi-Fi Sense**.
2. Toggle the **Connect to Wi-Fi hotspots** switch to **On** or **Off**.

To choose whether Wi-Fi Sense automatically accepts terms of use:

1. Go to **Settings > Wi-Fi > Wi-Fi Sense**.
2. Check or clear **Accept terms of use for me when required**.

Wi-Fi Sense can automatically provide additional information, such as a phone number or email address, to Wi-Fi networks that require it. By default, Wi-Fi Sense doesn't provide your personal information to networks. To choose whether Wi-Fi Sense automatically provides the pre-filled information, or change the information it provides:

1. Go to **Settings > Wi-Fi > Wi-Fi Sense**.
2. Check or clear **Provide a name, email, or phone number when required**, or tap the **edit info** button to see or change the info that Wi-Fi Sense provides.

You can also choose whether to share access to password-protected Wi-Fi networks with your contacts, and which groups of contacts to share access with. To automatically share access with your contacts:

1. Go to **Settings > Wi-Fi > Wi-Fi Sense**.
2. Toggle the **Share Wi-Fi networks I select** switch to **On** or **Off**.

To choose which groups of contacts you share access with:

1. Go to **Settings > Wi-Fi > Wi-Fi Sense**.
2. Under **Share Wi-Fi networks I select**, check or clear **Outlook.com contacts**, **Skype contacts**, or **Facebook friends**.

To start or stop sharing a specific Wi-Fi network with friends:

1. Go to **Settings > Wi-Fi** and tap the **manage button**.
2. Tap and hold a network in the list, and choose **share** or **do not share**.

Workplace

Some companies offer apps and other ways you can better connect to your business. For security reasons, when you add a workplace account, your workplace may apply policies to your phone that allow them to require you to use a lock screen password, encrypt the phone's internal storage, and/or disable your SD card. Your workplace may also apply policies that prevent you from resetting your phone or deleting your workplace account. They may also collect personal information from your phone or remotely wipe all the content from your phone (including content that is not workplace-related) if you enroll your phone with your workplace. When you delete your workplace

account, Office documents (including unsaved drafts) on your phone are erased, but you'll still be able to access Office documents you've saved to your OneDrive. You should carefully consider whether you wish to associate your phone to a workplace account and be aware of your workplace's policies in this regard.

Your Choices:

To add a workplace account:

1. Go to **Settings > system > workplace**.
2. Tap the **add account** button.

To delete a workplace account:

1. Go to **Settings > system > workplace**.
2. Tap the enrolled account's name.
3. Tap the trash icon.

Xbox LIVE and Xbox Music

To create a new Xbox LIVE or Xbox Music account, you may need to provide your age and country/region. For new accounts, we will auto-generate a nickname (which we refer to as a gamertag) that is used to identify you on the Xbox LIVE and Xbox Music services. You can change the auto-generated nickname by tapping on your gamertag in the Games Hub. If you post reviews on the Store, the reviews will be posted under the first name on your Microsoft account.

Games

If you allow a Microsoft game to access your location, the approximate location of your phone may be sent to Microsoft to award achievements, provide in-game rewards, or to customize gameplay. Microsoft games will only collect and store the approximate location of your phone as necessary for these purposes. For example, games may use your location to award an achievement based on the distance traveled between game sessions. Some third-party games can also connect to Xbox LIVE, which lets them send gaming activity and achievement data to Xbox. Collection and use of information by third-party games is subject to the third party's privacy practices.

Music

When you use Xbox Music, we will collect information about the songs you play to personalize your experiences and improve Microsoft products and services. This information is used to help provide you with content and features that are more tailored to the music you like and to allow you to share your recent music plays with others. It is also used in aggregate form to create top charts.

To enrich your experience when playing or browsing music, Xbox Music may display related information about the music you play and the content in your Xbox Music library, such as the album title, cover art, song or video title, artist pictures, artist bios and other information, where available. To download this information, Xbox Music sends an information request to Microsoft containing standard device information and an identifier for the content.

To learn more about the information collection practices of Xbox LIVE and Xbox Music, please review the [Xbox Privacy Statement](#).

Your Choices:

To modify your Xbox privacy settings, which control things such as how people can contact you, how profile information that you add is shared, and how activities on Xbox are shared, go to Xbox.com and sign in to your account.

To disable a Microsoft game's access to your phone's location, go to the game Help/Options menu and turn off access to location. Alternatively, you can turn off the master location switch on your phone.