



# MICROSOFT PRIVACY FAQs

## **HOW ARE CREDENTIALS STORED FOR MICROSOFT AUTHENTICATION?**

Your user credentials for Microsoft are stored on Microsoft's servers. The Gale application never sees any user credential information. All that is ever received by Gale is an access token.

## **WHAT KIND OF ACCESS DOES GALE HAVE TO MY MICROSOFT ACCOUNT?**

The first time a user links their Microsoft account with the Gale app, a consent page requests permission for Gale to:

1. Read your profile
2. Access your OneDrive Files

Gale cannot deselect these options as they are mandatory defaults. Even though this information is available, the Gale Cengage app never reads, accesses, or stores any of this data.

## **WHAT INFORMATION CAN GALE SEE FROM MY MICROSOFT ACCOUNT?**

Microsoft provides Gale access to a user's email address and basic profile information. This is provided by default by Microsoft and is available in all Microsoft applications.

## **CAN GALE SEE/OPEN DOCUMENTS IN MY MICROSOFT ONEDRIVE?**

Gale creates documents since we allow users to download our content. The Gale application does not open any documents. While Microsoft provides Gale's app with access to OneDrive files, Gale does not reopen or re-access any documents.



Gale, here for **everyone.**