



# PRIVACY GUIDE

## WHY THE NEED FOR PRIVACY?

If you have a public profile, it's not just yourself that you are putting at risk, any activity that a friend has with you on Facebook is then also made public.

## WHAT ARE THE LEVELS OF PRIVACY?

There are 4 main levels of privacy available to you as a user:

**Everyone** – Absolutely everyone, on Facebook or not. Includes your ex-partner, grandmother, future boss, stalker, strangers etc

**Friends of Friends** – The people your friends are friends with but you haven't directly called a friend yourself. Includes people at the same party as you last week, best friends, co-workers, your high school friends aunty, etc

**Friends Only** – Just the people who you have called a "friend" on Facebook

**Customise** – Here you can set a more fine-grained control over your privacy. Using names or friend lists, you can make things visible to only certain friends, limit access for certain friends or particular setting viewable to "only me"

## HOW CAN I SECURE MY ACCOUNT?

Let's be blunt - Facebook hasn't made restricting profiles and privatising information easy, they make money from selling your public information to advertisers. Your number one concern should be your privacy settings that cover how you share information. Facebook defaults these settings to allow as much of your personal information as possible to be accessible to everyone.

Of course, you'll want to make some information available; after all, that's the purpose of social networking. People should be able to locate you. However, you should use as high a privacy setting as possible to control who has unlimited access to your page.

Take the following easy steps, and you'll be more secure.

## YOUR TIMELINE

Your timeline is where all Facebook activity shows up: new status updates, new photos you've uploaded or been tagged in, posts other people have tagged you in, and even the songs you're listening to on Spotify.

You can control every aspect of your timeline's privacy through Facebook's main Privacy Settings page. This includes being able to review posts before they appear on your page, control what other people can see on your timeline and who has permissions to post on it.

When looking at your profile, click the padlock button to display a drop down menu. Change all these settings to so that they say "Friends" only.

## THE BASICS

Once this is done, click on See More Settings at the bottom of the tab, which will give you additional privacy options, as shown below:

**You're going to want to change...**

### **Who can see my stuff?**

Who can see your future posts; limit the audience for posts you've shared with friends of friends or public.

### **Who can look me up?**

Email address, you'll be surprised at how easy it is to get your email address.

Phone number – using Facebook search, people can find you just using your mobile number, even if you haven't linked it.

Search engines – **Untick**

You're not done yet; this is where most people get tricked. You're still far from having a private account, yet it looks like you've done all Facebook has suggested you need to.

Your list of friends, your occupation, your likes and favourites, your pictures and albums, your location etc. all need to be privatised individually.

Go back on to your profile and click on the About tab. Here you will see a number of additional sections (Work and Education, Places You've Liked, Details About You etc) that all have further privacy controls.

## **TEST YOUR SETTINGS**

You can see what your timeline looks like to other people by using the “View As” tool. From here, you’ll see what your timeline looks like to specific individuals. Keep in mind, posts and photos you’ve hidden from your timeline are still visible to the audiences with which they’ve been shared on other places on Facebook, like in News Feed and Search.

In order to remove these items completely, you will need to delete the post or photo if someone else tagged you in that post or photo, you’ll need to ask that person to remove that object.

### **To use View As:**

Go to your profile and click the “...” button

Click View As... in the dropdown menu

You’ll see what your profile looks to the public. To see how your profile appears to a specific person, like a friend or co-worker, click View as Specific Person, type their name and press enter.

## **ADDITIONAL SETTINGS**

### **Information on your Timeline**

If you or someone else has put something on your timeline which you want to remove, it’s pretty easy to do.

Firstly, navigate to your timeline and find the story you wish to block from appearing. Next, move your mouse to the top right corner of the story and you will see what looks like an arrow head appear.

Click on that and you’ll be shown a box.

You now have two options. You can either choose to hide from timeline which will stop the post from showing on your page (but it will still appear in newsfeeds and search), or you can remove it completely by clicking Delete.

### **Blocking Users**

If you don’t want someone to see your profile or things you write on Facebook, you can block them. The person you block won’t get any notification that they’ve been blocked and they will now no longer be able to initiate conversations with you or see anything that you post on your timeline either.

Click on the padlock icon that you see in the top right hand corner of the screen (as highlighted above). Now click on How do I stop someone from bothering me?

## TEST YOUR SETTINGS ONE LAST TIME

Now you're done, your profile should be secure now. Double check by using the "View As..." function. If you're happy with the amount of information publically available, then that's all you need to do.

A few final points which are worth remembering:

- Your profile and cover pictures CANNOT be hidden, and will always be public. That goes for the comments on them too.
- Only accept friend's requests you're happy with.
- Be wary of what you post on friends walls, as they may not have a privatised account
- Be aware of where you sign in from, make sure you have the appropriate privacy settings on your browser
- Protect your mobile device - if you are not using them, remember to sign out of social network sites on your mobile

