Suggested Facebook Privacy Settings

This document is updated at regular intervals as facebook changes their settings. For the most recent version, please visit
www.hildenoaks.co.uk/suggested-facebook-privacy-settings.php

Disclaimer: Facebook changes and updates its privacy system on an on-going basis. Neither the author, the school nor any of its employees accepts any liability or warranty, express or implied, for the advice given in this document. It is your sole responsibility to ensure that your privacy settings are appropriate and up-to-date.

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Suggested Facebook Privacy Settings

It can be very hard to work out which Privacy Settings are best for you. What is recommended to keep you safe? Employers and colleges are routinely checking social networking sites, so it is vital that every user of these sites actively reviews their Privacy Settings on a regular basis to ensure that their information is only shared with the intended people and that personal and professional reputations are protected.

Facebook's Terms and Conditions contain some very important clauses:
1. For content that is covered by intellectual property rights, like photos and videos (IP content), you specifically give us the following permission, subject to your privacy and application settings: you grant us a non-exclusive, transferable, sub-licensable, royalty-free, worldwide license to use any IP content that you post on or in connection with Facebook (IP License). This IP License ends when you delete your IP content or your account unless your content has been shared with others, and they have not deleted it.
2. When you delete IP content, it is deleted in a manner similar to emptying the recycle bin on a computer. However, you understand that removed content may persist in backup copies for a reasonable period of time (but will not be available to others).
3. When you use an application, your content and information is shared with the application. We require applications to respect your privacy, and your agreement with that application will control how the application can use, store, and transfer that content and information. (To learn more about Platform, read our Privacy Policy and Platform Page.)
4. When you publish content or information using the Public setting, it means that you are allowing everyone, including people off of Facebook, to access and use that information, and to associate it with you (i.e., your name and profile picture).
5. We always appreciate your feedback or other suggestions about Facebook, but you understand that we may use them without any obligation to compensate you for them (just as you have no obligation to offer them).

This means that unless you sort your settings out, facebook can use your pictures and information however they choose.

If you don't want someone to see your pictures, personal information or innermost thoughts, don't put it on facebook in the first place.

Part 1: Friends

You cannot choose your family, but you can choose your facebook friends. Casual acquaintances are less likely to be careful with your information than close friends. Think carefully about who you accept as a friend on facebook. It is not a competition to see who can have the most friends!

You see your colleagues every day at work; do they need to be friends on facebook too? That moment of anger may be seen by more people than you intended.

Teachers and other public figures run the risk of fake accounts being set up in their name. By friending these accounts you allow the fraudster to see things you thought were private. If you are invited to be the friend of someone whose account could be fraudulent, send them an email to their work email address (which is less likely to be hacked than one like gmail or yahoo) or telephone them (not text) and double check that the invitation is genuine. It could save you being embarrassed as a fraudster or mischief-maker gets access to your profile information.

Where you can choose who can see or do something to your wall or profile, you have more flexibility now. In addition to *Public*, *Friends of Friends*, *Friends* and *Only Me*, you will now see *Lists* (family or friends who share an interest, school or university for example).

Sometimes the setting you want isn't there (*Only Me* often disappears), or you wish to hide things from certain people.

Click on *Customise* to get this window

In the *Customise* window, you could allow all your friends to see something, but hide things from one specific user if you wanted to.

Using the drop down box allows you to choose different options for visibility or hiding.

To be honest, if you use *Only Me*, the information really shouldn't be there in the first place, BUT it does stop accidents; so do it anyway!

Part 2: Privacy Settings

Log in to facebook - in the top right hand corner click on the white arrow to the right of the word *Home* and choose *Privacy Settings* from the drop-down menu to get the following screen.


1. Control Your Default Privacy

This one's very simple; it's also well explained on the page. Choose *Friends* to limit what you post to your facebook friends by default.

2. How you connect

These are the basic settings allowing people to find you in facebook, but restricting who can access your wall.

These are minimum recommended settings - you may set them to be more restrictive if you prefer.

The above is the minimum recommended setting - enough for old friends to find you without giving too much away. To change any setting click on the box to get a drop down menu.
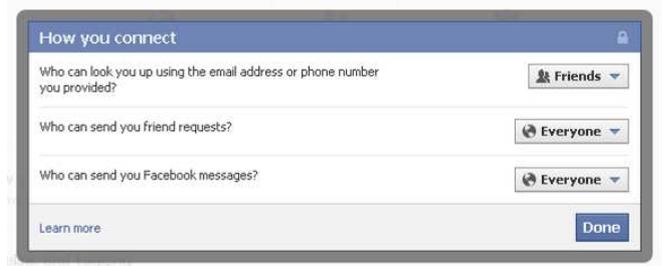
3. Timeline and tagging

This group of settings controls tagging and facebook places. Both of these can be great fun, but if you don't know that you've been tagged or you are checked in to somewhere that you haven't been to, you could end up in a lot of trouble!

Turning off tag suggestions helps to reduce the risk of you being tagged when you would prefer not to be.

Again these are the minimum recommended settings.


4. Apps, games and websites

The apps and websites you access through facebook have permission to use all sorts of information on your profile and then broadcast it.
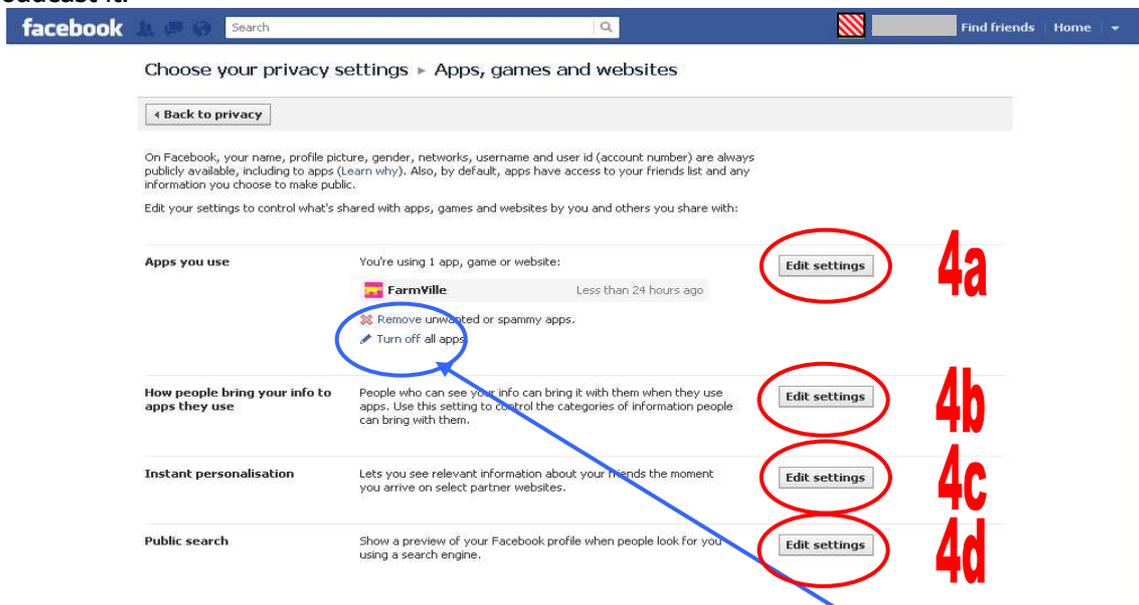

Apps are a matter of preference, if you really don't use them or want to use them you can *Turn* Off platform apps on this screen. It is a good idea to click on the Edit Settings button first to find out what you do use.

4a. <u>Apps you use</u>

As said earlier, Apps are a matter of preference so here you will see what you do use. The list when you go into it can be much longer than you expected! You can be in control, but you do need to check each one individually. Click on *edit* for each to find out what is happening.
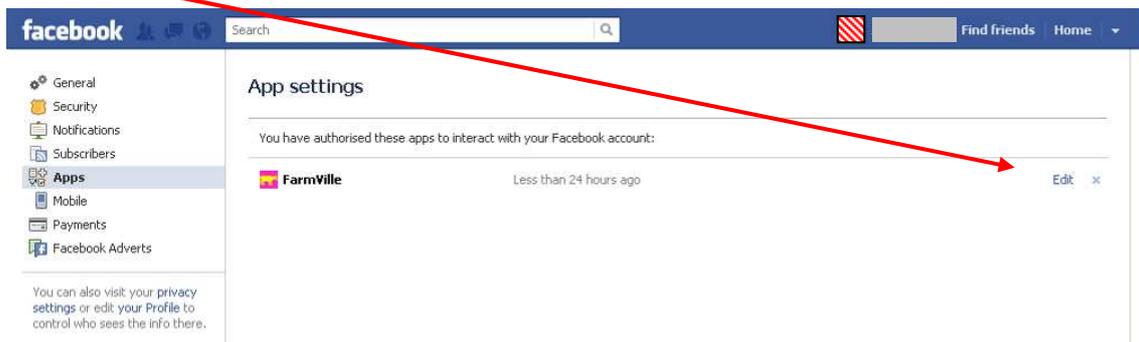
You will then get a list of what the App can do. Some things are *Required* for the app to work, others can be *Removed*. If you really don't like what is happening… use *Remove app*
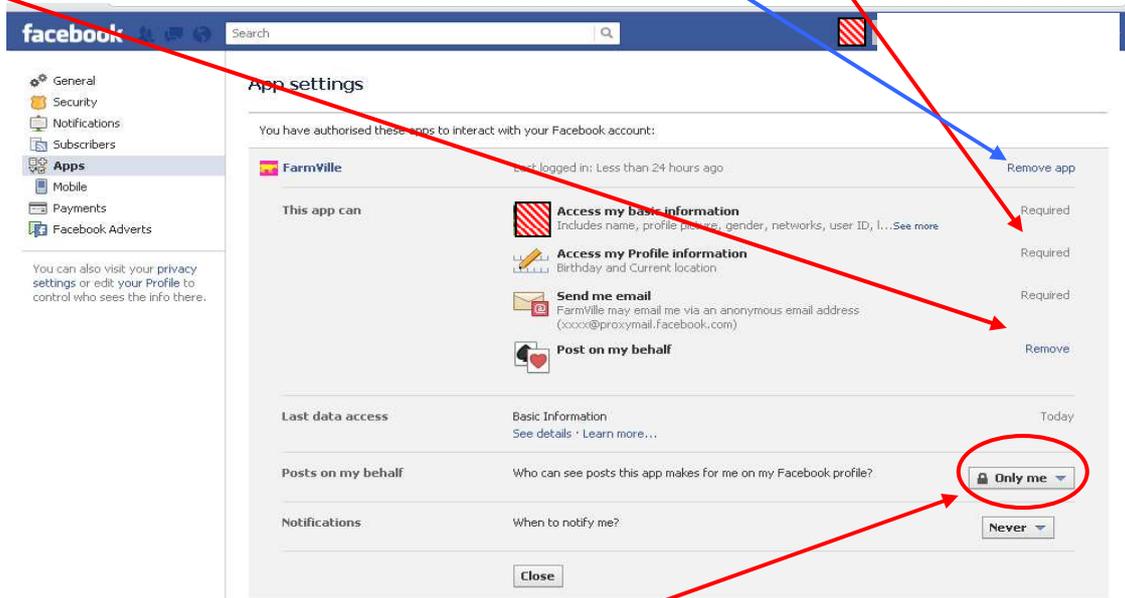
Don't forget to make sure that the *App activity privacy* is appropriate. Do you really want all your friends to know every time you use the app? Farmville may only be irritating to them, other apps could raise questions.

Notifications are purely a matter of choice… how much do you want to know about what's happening in this app?

4b. <u>How people bring your info to the apps they use</u>

Other people use apps too. Uncheck all the boxes and Save Changes to prevent your data being accessed and used.

4c. Instant personalisation

This controls how other 'selected websites' can access your information. Going into this option brings up a video clip telling you how wonderful it is. *Close* the video! You then get this screen.
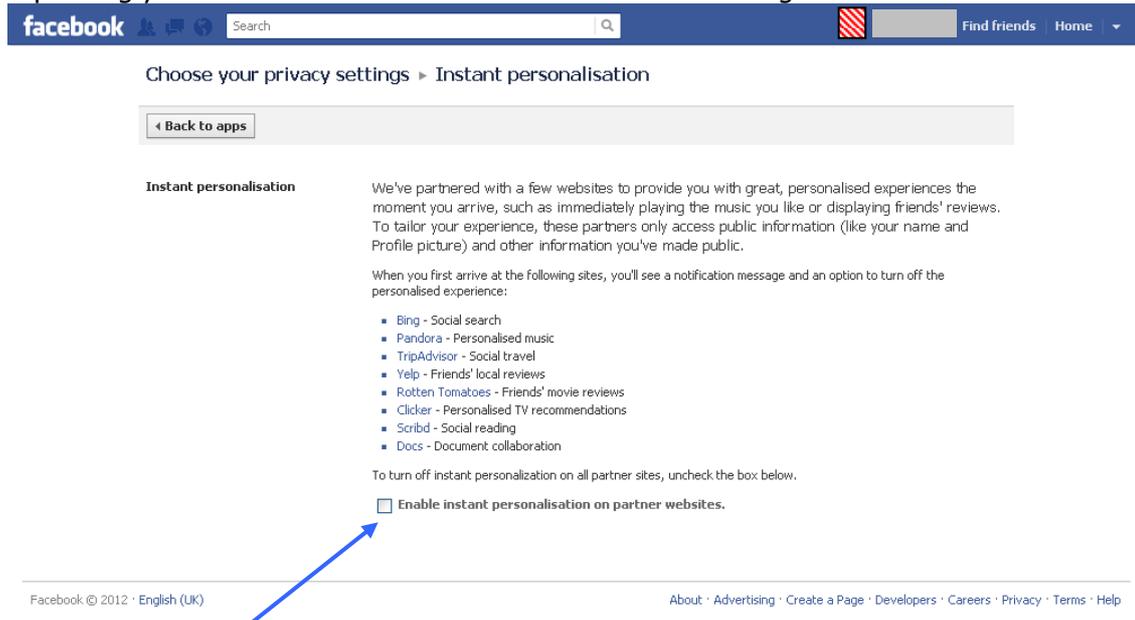
Uncheck the *Enable* box and you'll get an "Are you really sure you want to do this?" box. The only thing that will lose out is facebook's advertising revenue, so *Confirm* and it is then switched off!

4d. Public search

This controls how users who are not logged into facebook can see your information, e.g. Google. Controlling your privacy is hard enough already, without letting Google broadcast your world too.

Uncheck the *Enable* box to disable it, ignoring any dire warnings of doom and gloom from doing so. If you are under the age of 18, this will be switched off by default, but it does give you the option to let facebook switch it on for you on your 18th birthday... make sure it's disabled anyway!

5. Limit the Audience for Past Posts

This one looks a very good idea in principal. Were your privacy settings a bit lax in the past? Do you want to apply your new rules to everything you've ever done? Go into this... THERE IS A CATCH.


Some things that were *Public* or *Friends of Friends* will be hidden if you use it which is good, but if you have already restricted things (perhaps to hide something on your wall from a specific person) the settings could become more relaxed and allow people to view things that they couldn't before. Use this with caution!

Part 3: Account Settings

To get to your Account settings, click on the white arrow to the right of the word *Home* in the top right hand corner and choose *Account Settings* from the drop-down menu to get the following screen.

From a privacy point of view there are two options on this screen (ringed below) that you should investigate, Security and Facebook Adverts.
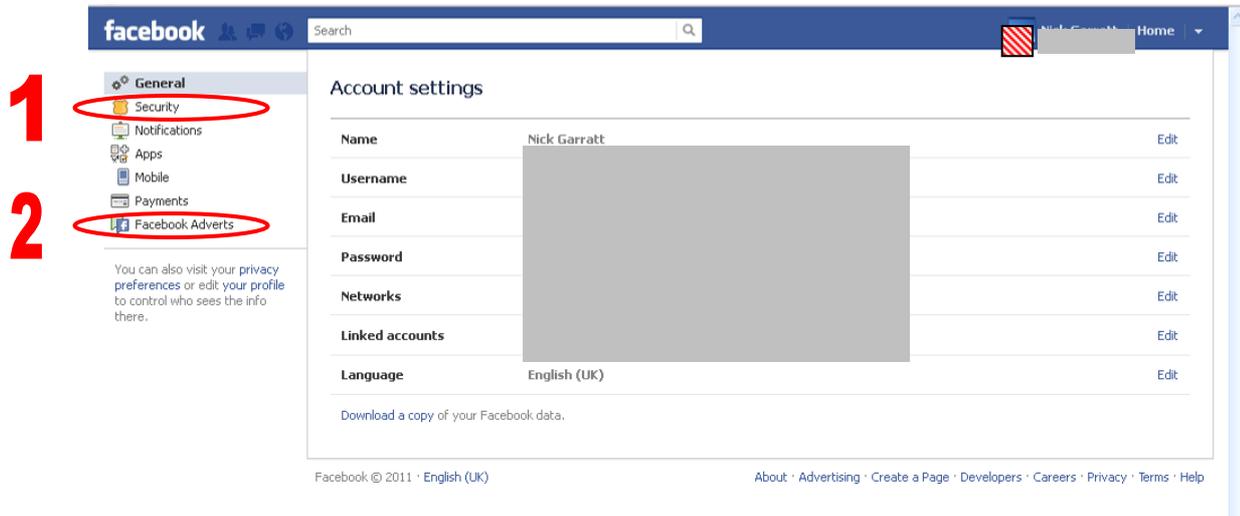
1. Security

This is where you can have some degree of control over how your account is accessed. These settings enable you to control which devices (computers, phones) are authorised to access your facebook account and how you are notified if your account is accessed from a new device. Approval requires your mobile phone to be switched on… this may not be convenient!

2. Facebook Adverts

Do you find those adverts spookily pertinent to you? Did you realise that facebook accesses your account information to taylor these?

2a. Edit third party advert settings

Click on *Edit third party advert settings* on the *Facebook Adverts* screen to get this screen.

Facebook says it doesn't give your information away to third parties at the moment, but they very kindly give you the option to opt out now should they change this in the future. The fact that they have this option suggests that they are thinking of doing so in the foreseeable future.

Change the ringed setting to *No one* and click on the *Save changes* button

2b. <u>Edit social adverts setting</u>

If you've just done the third party advert setting, you will need to click on *Facebook Adverts* in the column on the left to be able to get into this. Once you have clicked on *Edit social adverts setting* from the Facebook Adverts screen, you will see the following screen.

Your information is being used to promote products to you and other people (even if they are your friends).

As before, change the ringed setting to *No one* and click on the *Save changes* button
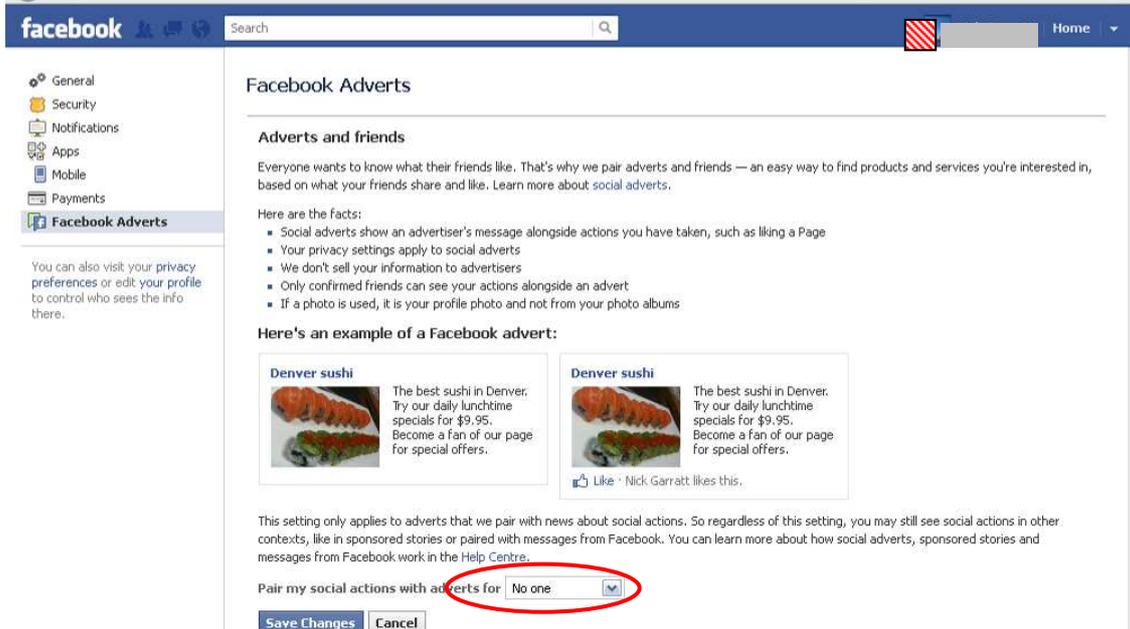
Part 4: Your Timeline Profile

Your profile is where facebook encourages you to enter everything about your entire life and tell the world... treat it with care. With timeline it is all neatly indexed by year making things easier to find. Do your friends really want to know? Could your information be open to misinterpretation by someone else? Could the information come back to haunt you in years to come?

To get to your Timeline, click on your profile picture to the left of your name in the blue bar at the top. You will then see your timeline. Under the cover picture, click on the *Update Info* button.
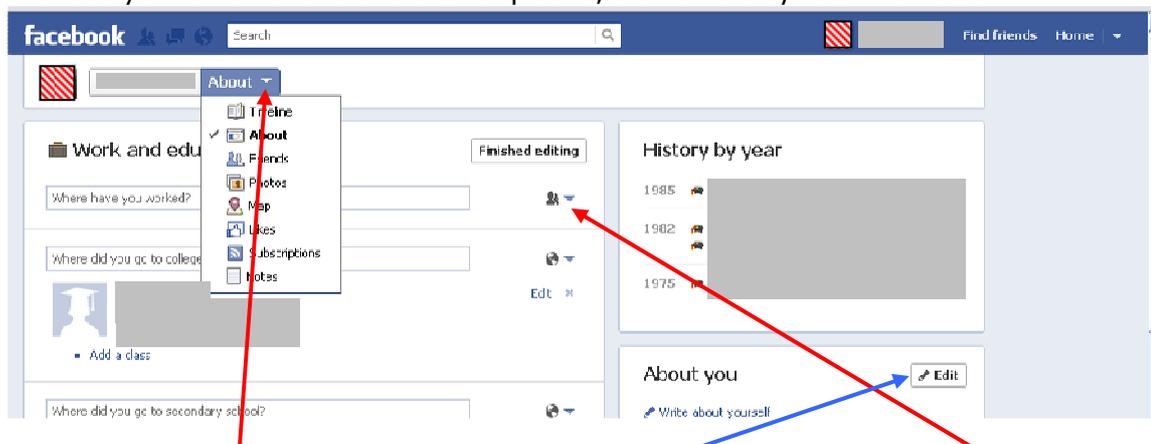
Some privacy settings can be directly edited on the screen by clicking on an *icon like this*.
Some can be changed by clicking on the *edit* button for the block.
Click on the *white arrow* to get to the drop down menu giving you access to the other parts of your profile.

<h1 style="color:red; text-align:center">LESS IS MORE!</h1>

As you work your way through each of the profile content options, think carefully about what information should be seen by whom.

Do you actually need to put that information up there in the first place? For example:

- Your friends and family probably know your mobile number and email address already. If they need to get in touch and they've lost your number, they can always use facebook messaging to contact you… so don't put them in your profile… or set the privacy to *Only Me.*
- Political and religious views cause an awful lot of arguments and mistrust. Keep them to yourself. Don't put them on facebook, that way they cannot be misinterpreted.
- If you are looking for a partner, don't broadcast it on facebook where all your colleagues / students / clients can see it… if your privacy settings aren't correct, you could be embarrassed.

<p style="color:red; text-align:center">THINK BEFORE YOU POST!
IF YOU MUST PUT IT ON FACEBOOK, MAKE SURE THE PRIVACY IS TIGHT ENOUGH!</p>

The following tables are the minimum suggested settings for each option. Remember to save after changing them and use more restrictive settings if preferred.

About	
Work and Education	
Employment history	Friends
College/University	Public
Secondary School	Public
Living (Edit button)	
Current location	Only me
Hometown	Only me
Family (Edit button)	
Relationship status	Friends
Family	Friends
About You (Edit button)	Friends
Basic Info (Edit button)	
Show my sex on my timeline	Check box if you wish to
Birthday	Friends
Interested in	Only me
Relationship status	Friends
Languages	Friends
Religion	Only me
Political Views	Only me
Contact Info (Edit button)	
Emails	Only me
Mobile phones	Only me
Other phones	Only me
IM screen names	Only me
Address	Only me
Website	Only me
Favourite Quotations (Edit button)	Friends

Friends	
Click on the Edit button	
Who can see your full friend list?	Friends

Photos
For every separate album choose a privacy level. *Friends* is the maximum recommended
The exception is your Profile picture/Cover photo which is automatically public … so choose those pictures wisely!

Map
A record of everywhere you have ever been and you can include photos and tag your companions. If you must use it, make sure that you set privacy to maximum of *Friends*, but be aware how easy it would be to compromise yourself by adding to it. Check locations already recorded by clicking on the map pin.
If you are away from home and your house is empty, don't tell others where you are by using this feature; it's very good way of inviting burglars round!

Likes (Edit button)	
Favourites	
Music, books, movies, television, games, athletes, sports team, favourite sports, activities, interests, inspirational people	Friends Or don't use these
Other Pages you like By liking pages for companies and products you are giving these pages permission to access your personal information. You are recommended to think carefully before you do this! Do you really want them to have access to your life story?	Friends

Subscriptions	
Click on Edit button	Friends

Notes	
If you ever use this…	Only me

Part 5: Your Status Updates

Everything that you do in facebook can be controlled by privacy settings. Get in the habit of double checking the privacy every time you post to your wall.

Friends may be the most appropriate setting most of the time, but sometime you may not want somebody in your facebook friend list to know something. Use the icon to change it, but remember that hat customisation will be remembered for your next Status Update and might need changing again.

Lovely as it is to tell everyone exactly where you are and what you're doing, try not to advertise that your house is empty. Tell your friends when you get home!

The End

Almost… I can guarantee they will change again.
This is what the facebook screens look like on 19th April 2012!