

Staying safe on Facebook

Facebook is a world-wide community and you need to make sure you are not sharing more information than you want with a whole host of strangers. On Facebook your name, profile and cover photos, gender, the networks you belong to and your user name are always available to anyone who wants to see them or does a search either on Facebook or through a search engine.

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| 1. | Your Password  Be careful who you share your password with | Try to make the password hard for others to guess with at least 8 characters and using a mixture of upper and lower case characters and numbers.  It’s best not to share your passwords with anybody, even your friends, they may think it’s funny to hack your account and make a silly post on your wall for a joke but if seen by your family and work colleagues it could damage you reputation or leave you with some explaining to do. |
| 2. | Make your contact information private | Your contact information usually includes your personal email and phone number. If you don’t protect your details, people you don’t know could end up contacting you and you have no idea how they got your contact information. It may be better to only have basic contact details on Facebook and limit who can see them. |
| 3. | Manage your Personal Information | Everyone can see your public information – this includes your name, profile picture, cover photo, gender username and networks. Any other information that you choose to include in the **About** section can be restricted to your **Friends**, **Selected Friends** or **Only me**. |
| 4. | Manage who can see your posts | Only you and your friends can post to your timeline. When you post something you can decide who can see it by clicking on the **audience selector**  **Note** – the next time you post your most recent selection will have been remembered, so don’t forget to check it when you post.  When other people post on your Timeline, you can manage who sees it by choosing the **audience** in your **Timeline and Tagging Settings**. |
| 5. | Friend requests | You can change who can send you friend requests in your **Privacy settings**. You can choose **Everyone** or **Friends of friends** |

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| 6. | Manage your Privacy settings | Facebook has **Privacy settings** for you to decide who to share your information with.  You can do a **Privacy Check-Up** to help manage the settings for your Posts, Apps and Profile |
| 7. | Tagging | You can Tag or be tagged in a post or photo by anyone. If they are not your Friend then it will go to Timeline review, so that you can decide whether it appears in your Timeline. You can also set Tags from your Facebook Friends to go to Timeline review in **Timeline and Tagging Settings** so that you can decide whether it appears in your Timeline |
| 8. | Protect your photo albums | You can edit the privacy settings for photo albums you've posted. Use the **audience selector** to control who can see your album.  Only the person who posted an album can change its privacy settings. You can also choose an audience for individual photos  **Note**: Some photos, like your current profile photo and cover photo, are always Public. |
| 9. | Avoid embarrassing or inappropriate posts | **Ensure that your online reputation stays intact and that it doesn’t negatively affect your professional and personal life.**  We upload photos, and we share status updates about where we are and what we are doing — all at the click of a button. But are you aware that by actively sharing your updates, you may be providing your current and future employers, virtual strangers, and even law enforcement bodies with your personal information?  **Think twice before you post anything online -** Remember, your opinion can be misinterpreted and you won’t be able to take it back. **Ask, before you tag people in status updates and photos.** |
| 10. | Removing friends involved in unacceptable activities | Sometimes a Facebook Friend may post comments or photos that you find inappropriate or offensive. You need to manage this like any other unacceptable behaviour from a friend, but it may be better to resolve any issues not on social media. You can **Unfriend** someone, and they will no longer see your posts nor post to your timeline. You can also **Hide** their posts from your timeline while remaining a Friend. You can **Block** someone so they can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend.  If you believe that their behaviour is against Facebooks Community Standards then you can **Report it**. |