

Suggested Facebook Privacy Settings



© Copyright Linda Garratt and Hilden Oaks School 2013. Published under a Creative Commons Attribution/Share-alike license, see <http://creativecommons.org/licenses/by-sa/3.0/>

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.

Original document: 19.6.10
Update for facebook Places: 17.9.10
Update for changes to tagging privacy 8.6.11
Update for general changes to privacy settings 24.9.11
Update for timeline 5.1.12
Further updates for timeline 19.4.12
Updates for changes to privacy settings 01.01.13

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, the application may ask for your permission to access your content and information as well as content and information that others have shared with you. 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 could 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.

Mobile Apps

The mobile apps for facebook supplied on mobile phones and tablets is very handy, but trying to find all the privacy setting details can be tricky. I recommend that you log into facebook using a web browser to ensure you get everything covered in this guide.

Location Services

The great thing about facebook is being able to tell everyone about where you've been and Location Services enable you to tell everyone exactly where you are.

Please think carefully before you use it. You could well be telling the entire world that your home is empty and available from burglary... or telling everyone that you are not at school or work when you should be!

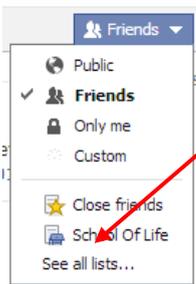
Part 1: Friends

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 frustration 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. It's a ploy used by bullies too. If you are invited to be the friend of someone whose account could be fraudulent, send 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) to double check that the invitation is genuine. It could save you being embarrassed by a fraudster or mischief-maker getting access to your profile information.

Friends of Friends are people known to your friends. Many of them will be complete strangers to you. If you use this privacy setting, you may as well use *Public*.



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). Click on *See all lists...* to get other lists created by yourself or automatically by facebook.

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



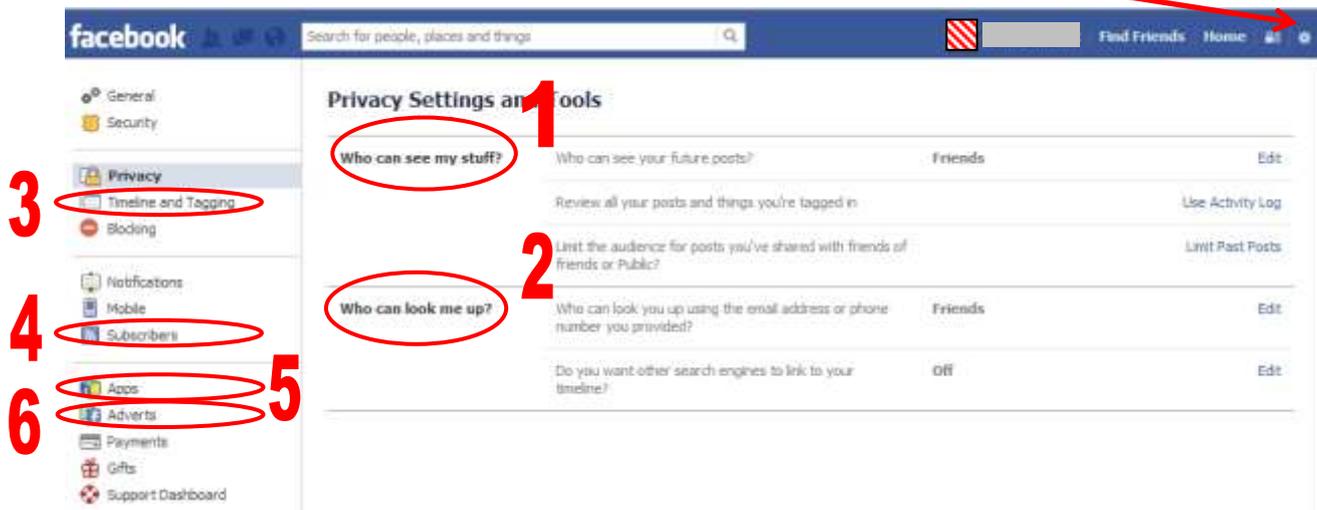
In the *Custom privacy* window, you could allow all your friends to see something, but hide (*Don't share*) things from one or more specific users or Lists if you wanted to.

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

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



1. Who can see my stuff?

Who can see your future posts?

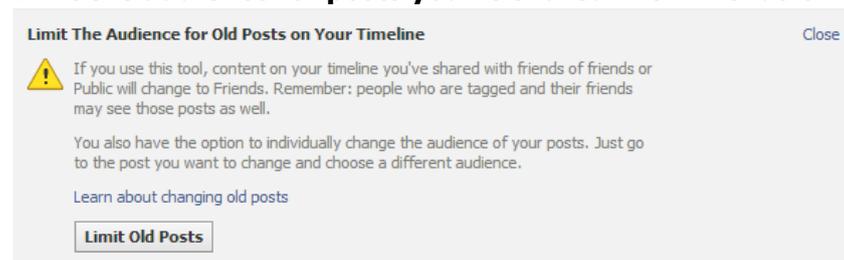
This one's very simple; click on Edit and choose *Friends* to limit what you post to your facebook friends by default.

Be aware that this is easily changed by accident. When posting a status on your wall, you can change the privacy setting for that post and this changes this default setting for all future posts.

Review all your posts and things your tagged in

Click on *Use Activity Log* to go back through all your previous activity and decide, one by one, whether you wish these things to appear on your timeline or not. If the post was originally made by someone else, you cannot change the Privacy Setting, but you can choose whether or not it appears on your Timeline.

Limit the audience for posts you've shared with Friends of Friends or Public?



This one will save a lot of time going back through past public posts.

If you have tagged someone in a post or picture, the privacy of that post through their timeline is controlled by their privacy setting, not yours. This means any post or picture containing tags will be available to Friends of your Friends; in other words, it is effectively *Public*. Use tagging with caution.

2. Who can look me up?

These are the basic settings allowing people to find you in facebook.

Who can look you up using the email address or phone number you provided?

Use *Edit* to set this to *Friends*.

Do you want other search engines to link to your timeline?

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 *Let other search engines* 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!

3. Timeline and tagging

Click on *Timeline and Tagging* in the Column on the left to get this screen:



The screenshot shows the Facebook 'Timeline and Tagging Settings' page. On the left is a navigation menu with options: General, Security, Privacy, Timeline and Tagging (selected), Booking, Notifications, Mobile, Subscribers, Apps, Adverts, Payments, Gifts, and Support Dashboard. The main content area is titled 'Timeline and Tagging Settings' and contains several settings rows, each with a description, a current value, and an 'Edit' link.

Setting Category	Description	Current Value	Action
Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	On	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	Friends	Edit
	Who can see what others post on your timeline?	Friends	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (This is not yet available to you.)	Unavailable	

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!

The minimum recommended settings should be as above. It is very important that you have *Review posts* turned *On* so that you are only tagged in things you consider to be appropriate.

Tag suggestions are not currently available due to law suits concerning privacy. If they become available again, I recommend that you do not allow them.

4. Subscribers

Click on *Subscribers* in the Column on the left to get this screen:



Subscribers are people who are not your friends. When they subscribe to your Timeline, they will see all Public posts and photos. To avoid accidents, it is better NOT to allow subscribers.

5. Apps

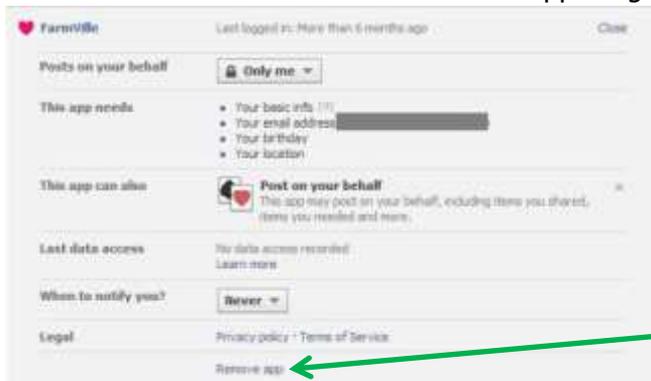
The apps and websites you access through facebook have permission to use all sorts of information on your profile and then broadcast it. The list of Apps you have ever used can be much longer than expected, click on *Apps* in the column on the left to get this screen:



5a. Apps you use:

Apps are a matter of preference. If you really don't use them or want to use them you can click on *Edit* to *Turn Off* platform apps on this screen.

You can be in control of the Apps you use, but you do need to check each one individually as they are all different. Click on *Edit* for each to find out what is happening.



Don't forget to make sure that the *Posts on your behalf* 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?

There is also an option to Remove the App and all its permissions.

5b. Apps others use:

Other people use apps too. Use [Edit](#) to see the screen below. Uncheck everything and Save Changes.

Apps others use Close

People on Facebook who can see your info can bring it with them when they use apps. This makes their experience better and more social. Use the settings below to control the categories of information that people can bring with them when they use apps, games and websites.

<input type="checkbox"/> Bio	<input type="checkbox"/> My videos
<input type="checkbox"/> Birthday	<input type="checkbox"/> My links
<input type="checkbox"/> Family and relationships	<input type="checkbox"/> My notes
<input type="checkbox"/> Interested in	<input type="checkbox"/> Hometown
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Current location
<input type="checkbox"/> My website	<input type="checkbox"/> Education and work
<input type="checkbox"/> If I'm online	<input type="checkbox"/> Activities, interests, things I like
<input type="checkbox"/> My status updates	<input type="checkbox"/> My app activity
<input type="checkbox"/> My photos	

If you don't want apps and websites to access other categories of information (like your friend list, gender or info you've made public), you can turn off all Platform apps. But remember, you will not be able to use any games or apps yourself.

5c. 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.

Instant personalisation Close

We've partnered with a few websites to provide you with great, personalised experiences the moment you arrive, such as immediately playing the music you like or displaying friends' reviews. To tailor your experience, these partners only access public information (like your name and Profile picture) and other information you've made public.

When you first arrive at the following sites, you'll see a notification message and an option to turn off the personalised experience:

- Bing - Social Search
- Pandora - Personalized Music
- TripAdvisor - Social Travel
- Yelp - Friends' Local Reviews
- Rotten Tomatoes - Friends' Movie Reviews
- Clicker - Personalized TV Recommendations
- Scribd - Social Reading
- Docs - Document Collaboration
- Zynga - Social Games (The Ville, Zynga Slingo and 13 other games)
- Kixeye - Social Games (War Commander and Battle Pirates)
- EA - Social Games (SimCity Social)

To turn off instant personalisation on all partner sites, un-tick the box below.

Enable instant personalisation on partner websites.

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!

5e. Old versions of facebook for mobile:

Old versions of Facebook for mobile Close

This setting controls the privacy of things you post using old Facebook mobile apps that do not have the inline audience selector, such as outdated versions of Facebook for BlackBerry.

As long as you keep mobile versions of facebook updated, you should be able to keep up with latest privacy settings changes. However, it is sensible to do this just in case.

6. Adverts

Click on *Adverts* in the Column on the left to get this screen:



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

Third Party Sites:

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.

Click on *Edit* and change this setting to *No one* and then *Save Changes*, ignoring any messages of doom and gloom from facebook for doing so.

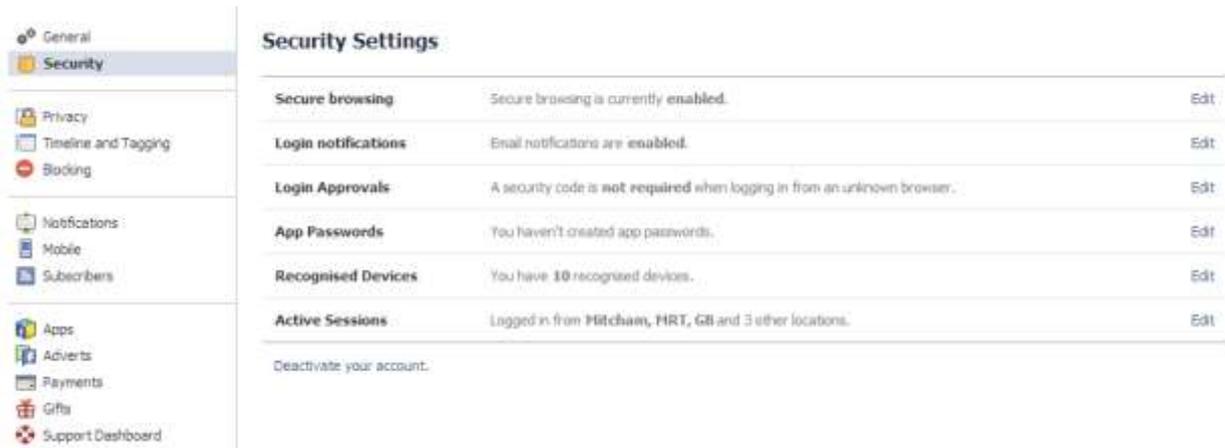
Ads & Friends:

Your information is being used to promote products to you and other people (even if they are your friends). Again this may reveal information about you that you may not wish others to know.

Click on *Edit* and change this setting to *No one* and then *Save Changes*, ignoring any messages of doom and gloom from facebook for doing so.

Part 3: Security Settings

To get to your Account settings, click on the **Cog** symbol to the right of the word *Home* and choose *Account Settings* from the drop-down menu. Click on *Security* in the column on the left to get the following screen.

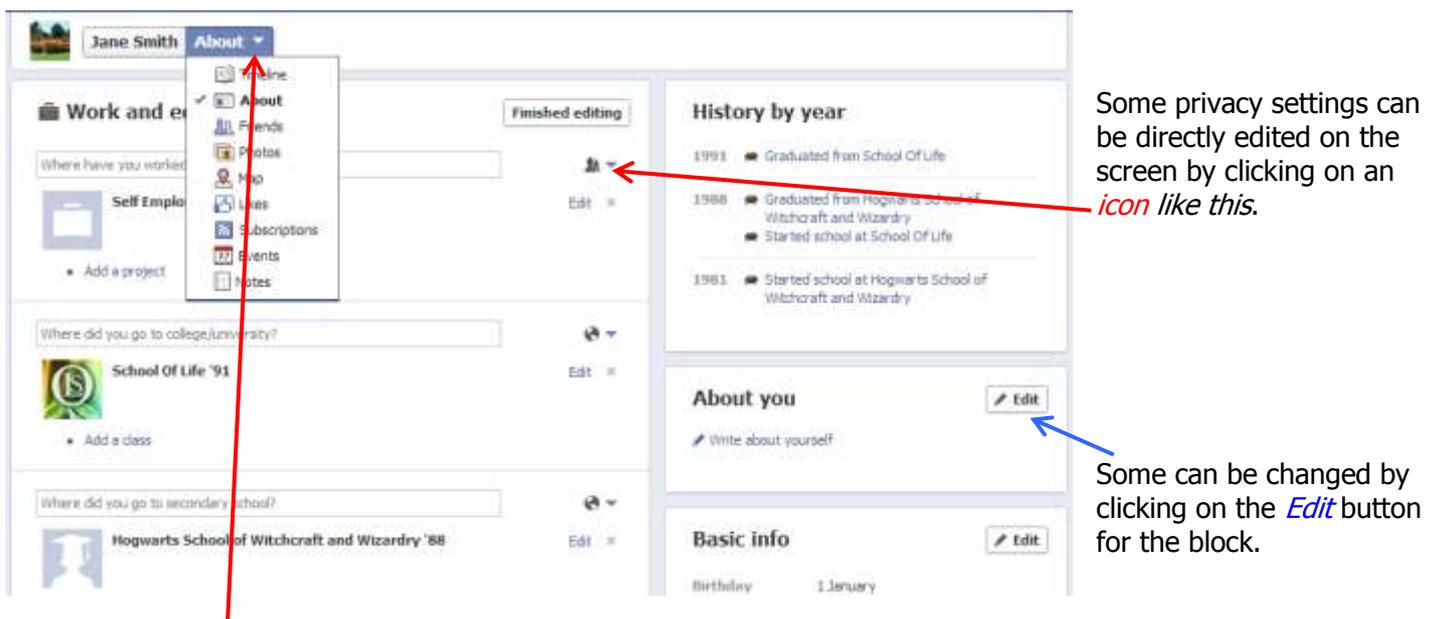


This is where you can have some degree of control over how your account is accessed. These settings enable you to control which devices (computers, phones) are authorised to access your facebook account and how you are notified if your account is accessed from a new device. *Login Approvals* requires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

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.



Click on the *white arrow* to get to the drop down menu giving you access to the other parts of your profile.

LESS IS MORE!

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.

THINK BEFORE YOU POST!
IF YOU MUST PUT IT ON FACEBOOK, MAKE SURE THE PRIVACY IS TIGHT ENOUGH!

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 city	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. <i>Friends</i> 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 <i>Friends</i> , 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	Friends
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?	

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 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 31st December 2012!