

Social Media: Do's & Don'ts

- > Only establish and maintain connections with people you know and trust. Review your connections often.
- > Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- > Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- > Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- > Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Click to access and edit profile

Use the Downward arrow

Account Settings
Privacy Settings
Log Out
Help

Access Facebook Privacy Setting Here

Control Your Default Privacy

This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like the Facebook App for iPhone.

Public Friends Custom

1. Change to 'Friends' only.

How You Connect: Control how you connect with people you know. Edit Settings

How Tags Work: Control what happens when friends tag you or your content. Edit Settings

Apps and Websites: Control what gets shared with apps, games and websites. Edit Settings

Limit the Audience for Past Posts: Limit the audience for posts you shared with more than Friends. Manage Past Post Visibility

Block Lists: Manage your lists of blocked people and apps. Manage Block Lists

Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as Only Me, Friends Only) for (1) Privacy, (2) Connecting, (3) Tags, (4) Apps/Websites, (5) Info Access through Friends, and (6) Past Posts.

How You Connect

Who can look up your profile by name or contact info? Friends

Who can send you friend requests? Friends of Friends

Who can send you Facebook messages? Friends

Who can post on your Wall? Friends

Who can see Wall posts by others on your profile? Only Me

4.

Choose Your Privacy Settings > Apps, Games and Websites

Apps you use

Use these options to minimise the amount of information that is publicly available.

How people bring your info to apps they use: People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information people can bring with them. Edit Settings

Instant personalization: Lets you see relevant information about your friends the moment you arrive on select partner websites. Edit Settings

Public search: Show a preview of your Facebook profile when people look for you using a search engine. Edit Settings

How Tags Work

Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) On >

Tag Review of tags that friends want to add to your posts On >

Profile Visibility of posts you're tagged in once they're on your profile Friends

Tag Suggestions when friends upload photos that look like you Off >

Friends Can Check You Into Places using the mobile Places app Off >

3.

Limit The Audience for Old Posts on YOUR Profile

6. Limit 'Old Posts' to Friends only.

Limit Old Posts Cancel

Info accessible through your friends

Use the settings below to control which of your information is available to applications, games and websites when your friends use them. The more info you share, the more social the experience.

<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"/> Photos and videos I'm tagged in
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Hometown
<input type="checkbox"/> My website	<input type="checkbox"/> Current city
<input type="checkbox"/> If I'm online	<input type="checkbox"/> Education and work
<input type="checkbox"/> My status updates	<input type="checkbox"/> Activities, interests, things I like
<input type="checkbox"/> My photos	<input type="checkbox"/> Places I check in to

5.

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Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Change these options to 'Friends Only'

Change to 'Only Me'

Change to 'Friends Only'

To deactivate your Facebook account, go to **Account Settings** and select **Security**.
To delete your Facebook account, go to **Help Center** from the account menu. Type **Delete** into the search box. Select **How do I permanently delete my account** then scroll down to submit your request here. Verify that you want to delete your account. Click **Submit**. FB will remove your data after 14 days post security check.