

Staying safe on Facebook



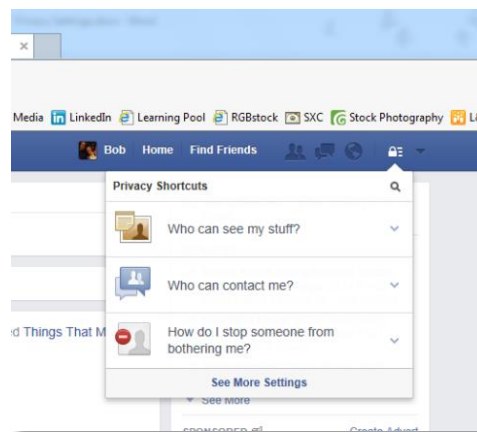
Privacy settings

Facebook allows you to decide which content you wish to share and with whom. You can share anything with:

- Everyone (Public),
- Friends of Friends, or
- Friends only.

You can also create lists of friends and just share some content with these – see later.

Privacy options

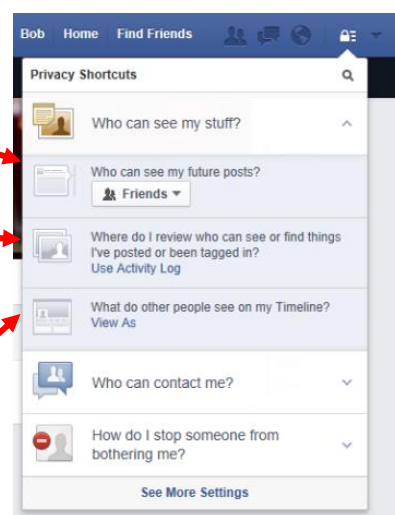


'Who can see my stuff?'

Who can see any posts that are created from this point forward?

What are the settings for posts to date?

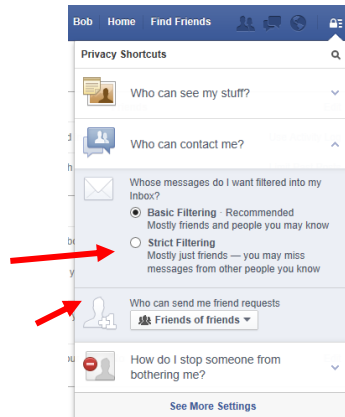
"Preview my Profile" - A useful tool - which lets you see your profile as someone else would. If in doubt use this tool to check.



Contact options

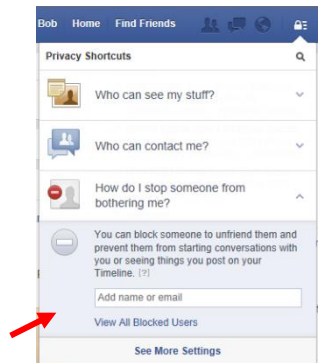
Restrict the mails that you have in your inbox

Restrict who can send friend requests to you



Blocking users

Blocking users using this option will unfriend them and they will no longer be able to see any of your content



The privacy pane

Privacy Settings and Tools			
Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
	Whose messages do I want filtered into my Inbox?	Basic Filtering	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want other search engines to link to your Timeline?	No	Edit

Personal details

In your profile it is advised that you do not put Northumberland County Council as your employer. Do not display your phones number, e-mail, IM details etc as these could make your personal details accessible to others.

Accepting invitations

Friends

As a rule of thumb you should only add friends who you know or who are known to your friends. If you don't know them and are confident that they are genuine, you could message to ask how they know you.

It is up to you to decide the demographics of your friends list and who you accept or reject request from

Pages

Invitations to like Facebook pages usually come from individuals who share the same interests or hobbies. You can change the privacy of liked pages by category. For example, you may choose to hide pages that show your sports preferences from Public view to Friends only.



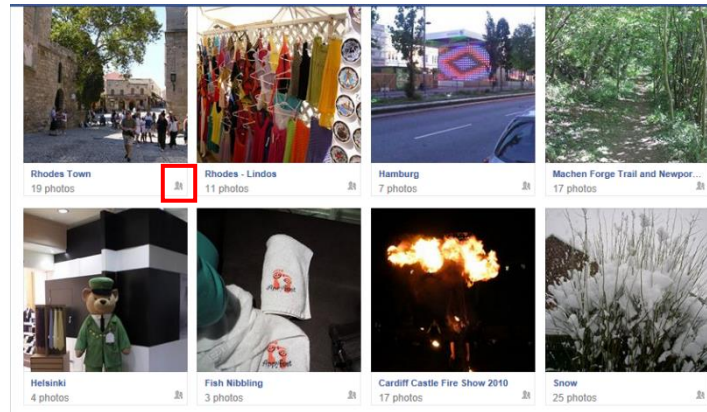
'Apps'

There are many games on Facebook that people enjoy. These are often programmed to send invitations to join them to your Friends. This can be annoying for the people receiving them, so check your settings on any game app. Individuals can block apps by using Blocking (see below). Liking apps can sometime result in other apps having access to your profile. **Be aware of what you are signing up to.**

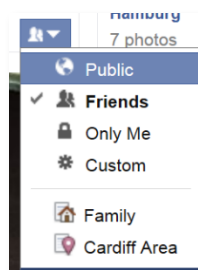
Photos

It is possible to set different levels of views for your photos. This is especially important if you are showing personal pictures eg family, friends, work, etc

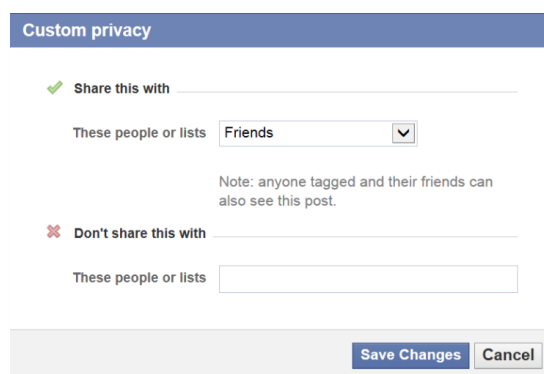
You can go through your old albums and change the privacy setting for each one, including your Wall Photos.



Options exist to share the photos with everyone, friends or customer settings. 'Only Me' is used when you are editing an album before release. **Again custom lists can be used.**



Custom settings allows sharing with 'Friends of Friends', with specific lists and to avoid sharing with specific friends or lists.



Tagging

One of the features of Facebook is the ability to 'tag' users, or highlight them within a photo. This will then show on their timeline and their friends will then see the tagged photo.

The downside of this is that, on occasions, other may tag you in a photo that you may not want people to see.

Your settings can be changed for tagging to allow you to approve tagging before photos are live.

Timeline and Tagging Settings

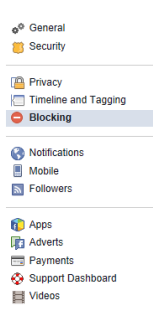
Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	Off	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	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?	Off	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	

Likewise you can also restrict who sees the tagged photo along with the friends of the person who has uploaded it.

Blocking

Facebook allows a wide range of options to block certain items. This includes:

- Adding users to a restricted view of your profile
- Blocking users
- Blocking app invites
- Blocking event invitations
- Blocking apps



Select the 'See more settings' from the drop down menu and click on Blocking

This will give access to the blocking options:

Manage blocking

Restricted List [Edit List](#)
When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list

Block users
Once you block someone, that person 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. Note: Does not include apps, games or groups you both participate in.

Block users [Block](#)

Block app invites
Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore all invites from this friend" link under your latest request.

Block invites from

Block event invitations
Once you block event invitations from someone, you'll automatically ignore future event requests from that friend.

Block invitations from

Block apps
Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn more.](#)

Block apps

- Candy Crush Saga [Unblock](#)
- Odd Socks [Unblock](#)
- Farm Heroes Saga [Unblock](#)
- FarmVille 2 [Unblock](#)

Limiting past posts

It is possible to make private en-masse all your previous Facebook posts that you have allowed to be open in the past.

Select the 'See more settings' from the drop down menu and click on 'Limit past posts'. The following will be displayed. If you are happy for all your posts to be restricted to 'Friends', then simply click the button.


Privacy Settings and Tools

Who can see my stuff? [Edit](#)

Who can see your future posts? Friends

Review all your posts and things you're tagged in [Use Activity Log](#)

Limit The Audience for Old Posts on Your Timeline [Close](#)

 If you use this tool, content on your timeline you've shared with friends of friends or Public will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

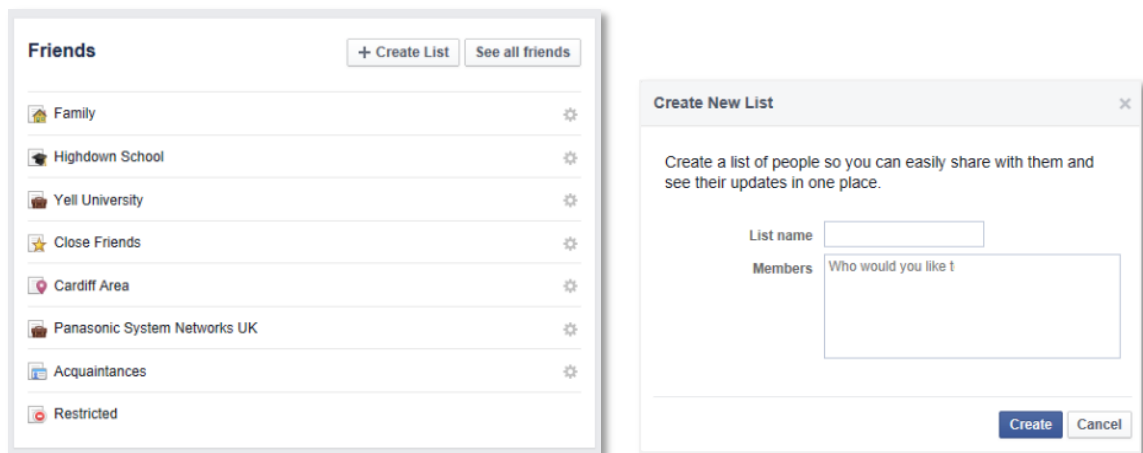
[Learn about changing old posts](#)

[Limit Old Posts](#)

Lists

Lists are a useful method of restricting who sees specific items on your wall. For example you may wish to share holiday photos with just your family, or talk about work events with just your colleagues. There are often pictures that perhaps you don't want everyone to see.

Facebook will create lists based on your personal information, but you can also create your own.



Lists can then be used as another option for sharing photos, restricting tagging and limiting posts.