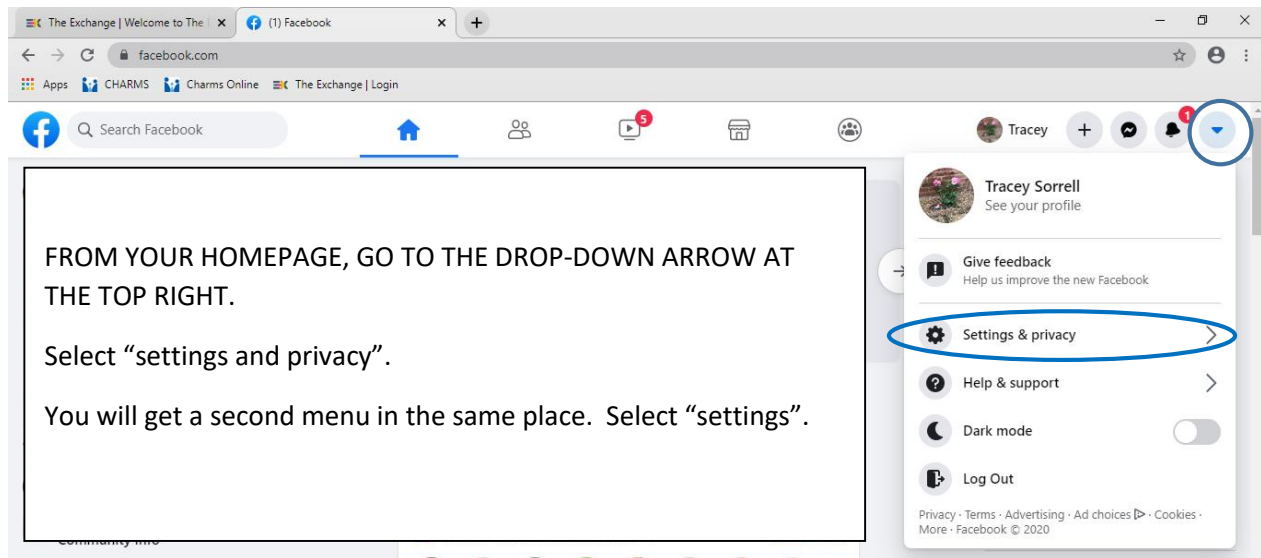


# How to apply basic privacy settings on Facebook – advice for carers

## Accessing the privacy settings menu

### When using a computer/laptop:

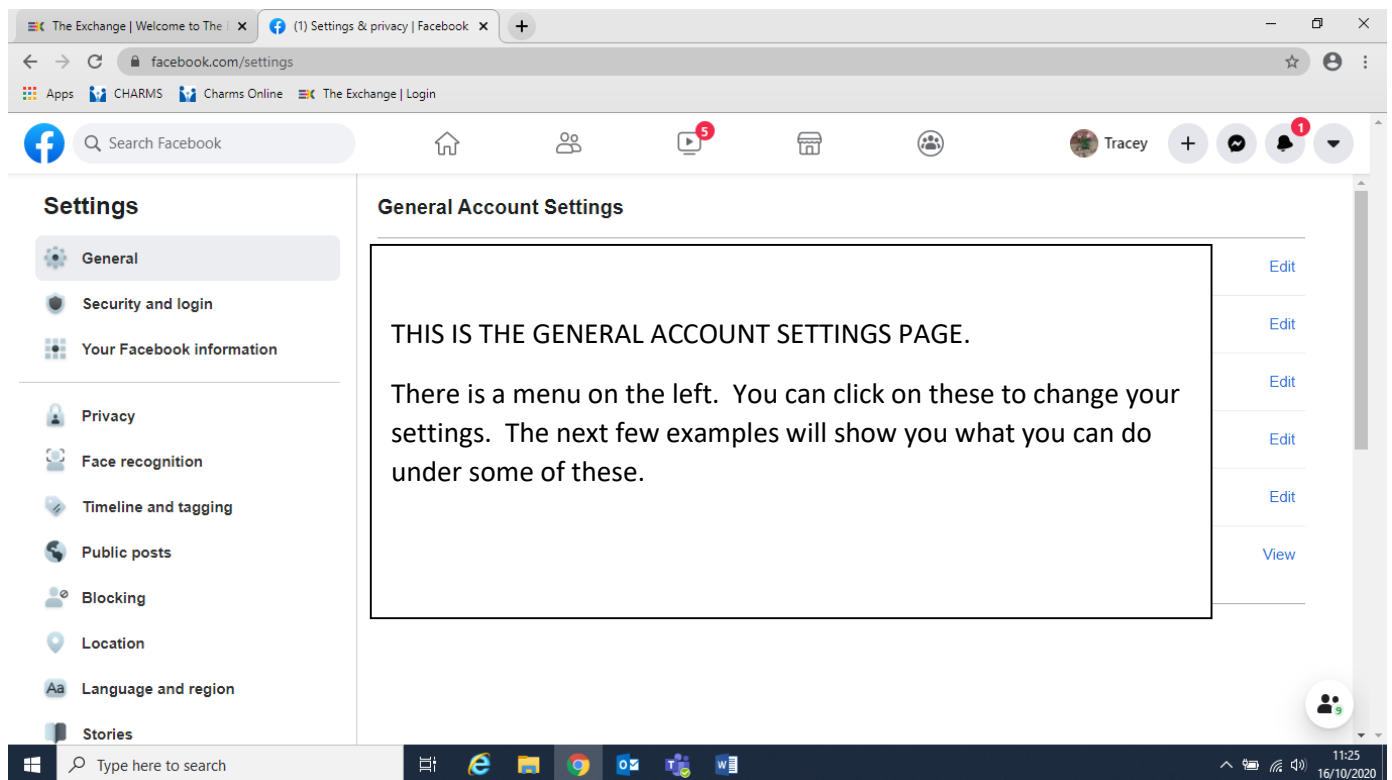


FROM YOUR HOMEPAGE, GO TO THE DROP-DOWN ARROW AT THE TOP RIGHT.

Select “settings and privacy”.

You will get a second menu in the same place. Select “settings”.

The screenshot shows the Facebook homepage for a user named Tracey Sorrell. A blue circle highlights the drop-down arrow in the top right corner. A settings menu is open, with the 'Settings & privacy' option circled in blue. The text box on the left provides instructions on how to reach this menu.

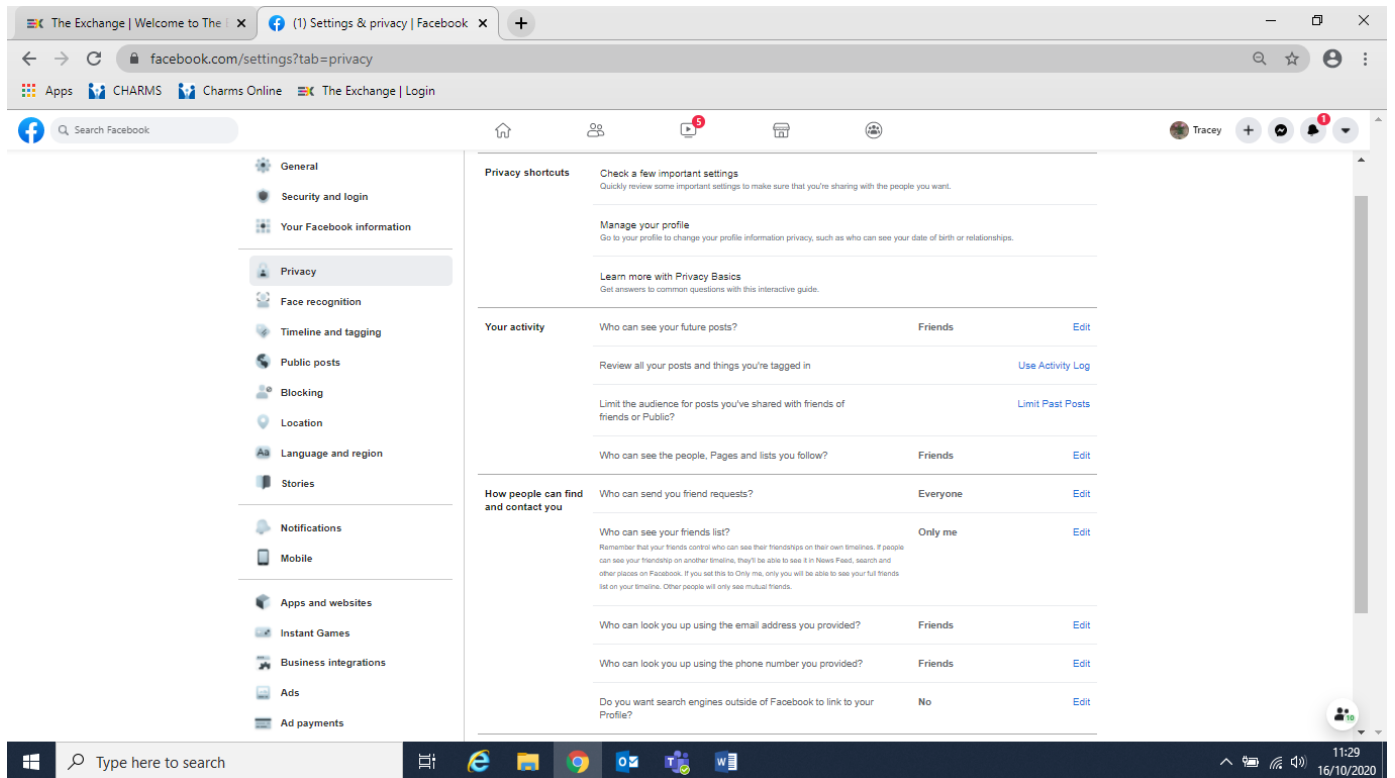


THIS IS THE GENERAL ACCOUNT SETTINGS PAGE.

There is a menu on the left. You can click on these to change your settings. The next few examples will show you what you can do under some of these.

The screenshot shows the Facebook 'Settings & privacy' page. On the left, there is a 'Settings' menu with options like General, Security and login, Your Facebook information, Privacy, Face recognition, Timeline and tagging, Public posts, Blocking, Location, Language and region, and Stories. The main content area is titled 'General Account Settings' and contains a list of settings, each with an 'Edit' link. A text box in the center provides instructions on how to use the settings menu.

## Under “Privacy”



The screenshot shows the Facebook Privacy Settings page. The left sidebar contains a list of settings categories: General, Security and login, Your Facebook information, Privacy (selected), Face recognition, Timeline and tagging, Public posts, Blocking, Location, Language and region, Stories, Notifications, Mobile, Apps and websites, Instant Games, Business integrations, Ads, and Ad payments. The main content area is titled 'Privacy shortcuts' and includes sections for 'Check a few important settings', 'Manage your profile', and 'Learn more with Privacy Basics'. Below these are three sections: 'Your activity', 'How people can find and contact you', and 'Who can see your future posts?'. The 'Your activity' section has three rows: 'Who can see your future posts?' (set to 'Friends'), 'Review all your posts and things you're tagged in' (with a 'Use Activity Log' link), and 'Limit the audience for posts you've shared with friends of friends or Public?' (with a 'Limit Past Posts' link). The 'How people can find and contact you' section has three rows: 'Who can see the people, Pages and lists you follow?' (set to 'Friends'), 'Who can send you friend requests?' (set to 'Everyone'), and 'Who can see your friends list?' (set to 'Only me'). The 'Who can see your future posts?' section has three rows: 'Who can look you up using the email address you provided?' (set to 'Friends'), 'Who can look you up using the phone number you provided?' (set to 'Friends'), and 'Do you want search engines outside of Facebook to link to your Profile?' (set to 'No'). Each row has an 'Edit' link. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 11:29 and date 16/10/2020.

### Recommendations:

- Under “your activity”, ensure “who can see your future posts” is set to ‘friends’.
- If you have been sharing publicly, you will also need to click “limit past posts” underneath to privatise your past posts.
- Only allow friends to see the people, pages and lists you follow.
- Under “how people can find and contact you”, select “only me” for ‘who can see your friends list?’
- The more you set to ‘friends’ and ‘only me’, the more private your account will be.

## Under “timeline and tagging”

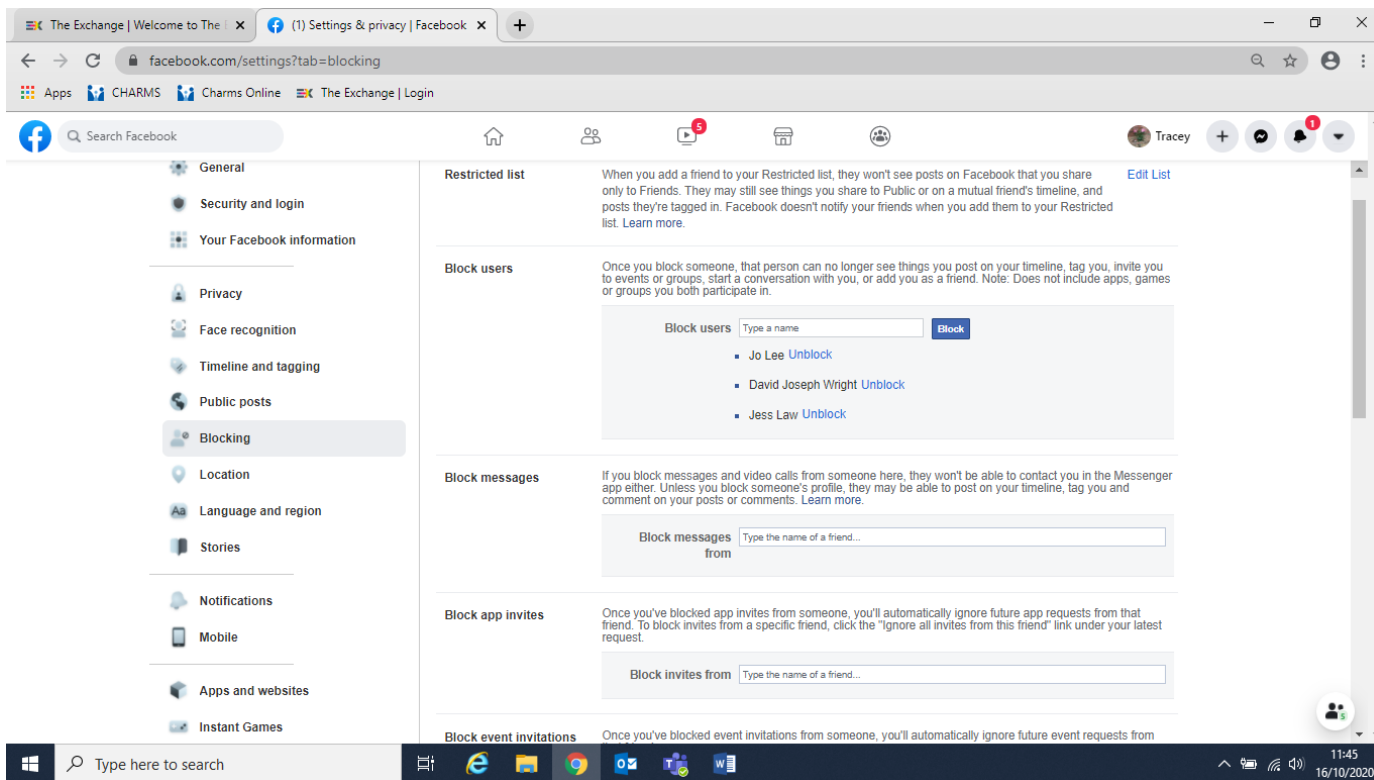
The screenshot shows a web browser window with the Facebook settings page. The address bar shows 'facebook.com/settings?tab=timeline&view'. The left sidebar contains a 'Settings' menu with 'Timeline and tagging' selected. The main content area is titled 'Timeline and Tagging Settings' and contains a table of settings.

Category	Setting	Value	Action
Timeline	Who can post on your timeline?	Only me	Edit
	Who can see what others post on your timeline?	Friends	Edit
	Allow others to share your posts to their story?	Off	Edit
	Hide comments containing certain words from your timeline	Off	Edit
Tagging	Who can see posts that you're tagged in on your timeline?	Friends	Edit
	When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?	Friends	Edit
Review	Review posts that you're tagged in before the posts appear on your timeline?	On	Edit
	Review what other people see on your timeline		View As
	Review tags that people add to your posts before the tags appear on Facebook?	On	Edit

### Recommendations:

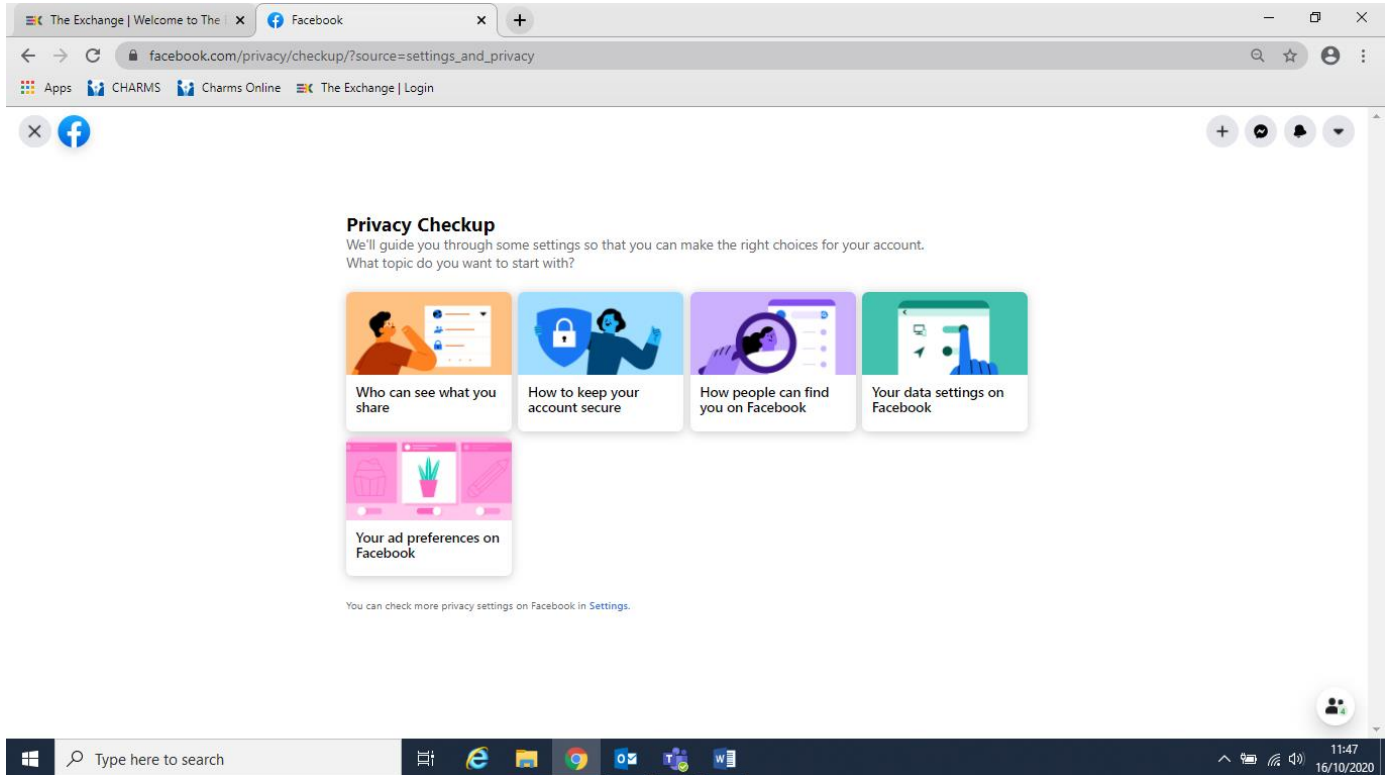
- Under 'who can post on your timeline' select 'only me'.
- Change anything that's set to 'everyone' to 'friends'.
- Switch the 'review' options on.
- Click on 'view as' once you've applied your new settings to check what members of the public can see on your profile. Remember that your profile picture and cover photo are always visible. You cannot hide these from the public.

## Under “blocking”



You can block people so that they can't find you on Facebook. This can be helpful for young people who don't wish to be contacted or even visible by certain family members.

## Privacy checkup



The screenshot shows a browser window with the Facebook Privacy Checkup page. The browser's address bar displays the URL `facebook.com/privacy/checkup/?source=settings_and_privacy`. The page content includes the following elements:

- Privacy Checkup** header with the text: "We'll guide you through some settings so that you can make the right choices for your account. What topic do you want to start with?"
- Five interactive cards with icons and text:
  - Who can see what you share** (orange icon)
  - How to keep your account secure** (blue icon)
  - How people can find you on Facebook** (purple icon)
  - Your data settings on Facebook** (green icon)
  - Your ad preferences on Facebook** (pink icon)
- A footer note: "You can check more privacy settings on Facebook in [Settings](#)."

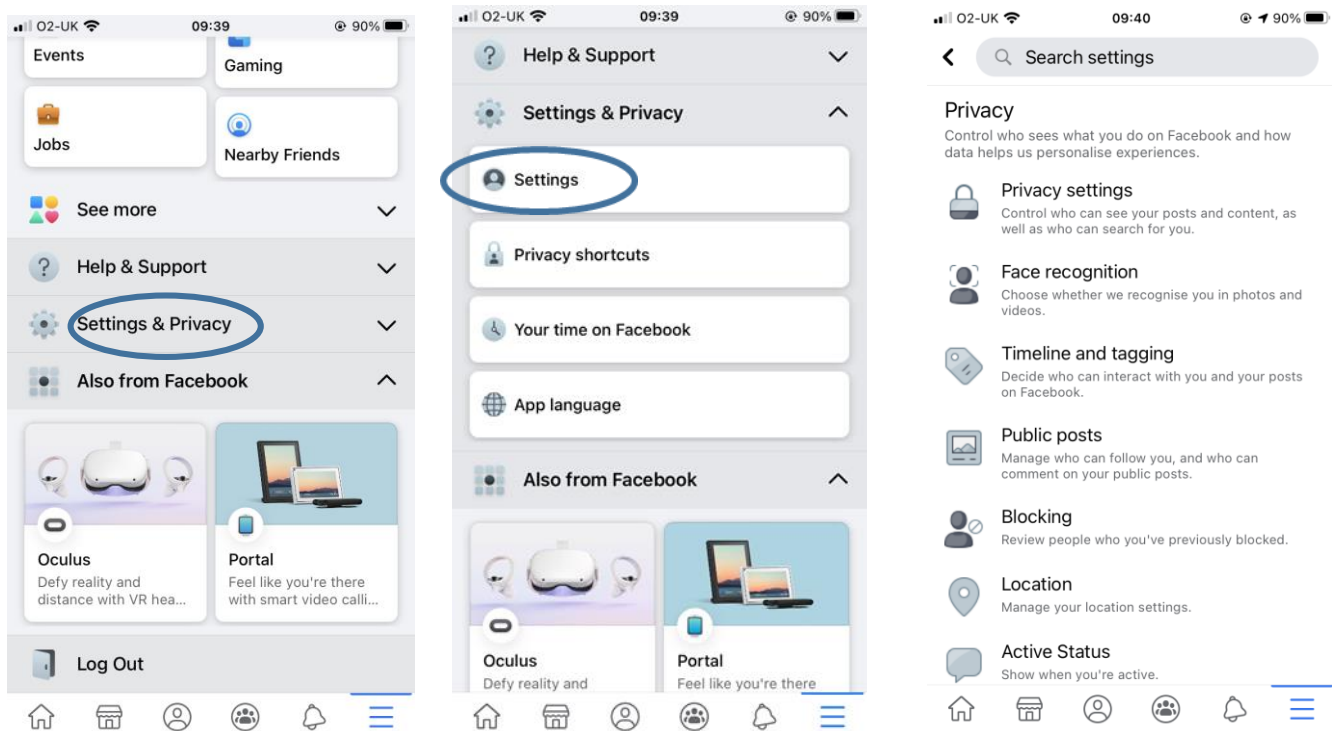
The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (Edge, File Explorer, Chrome, Outlook, Teams, Word), and system tray icons including the time "11:47" and date "16/10/2020".

You can do a regular 'privacy checkup' from the drop-down arrow at the top-right of the page. Select 'settings and privacy' and then 'privacy checkup'.

## When using a mobile phone:

### Accessing the privacy settings menu

Click on the 3 horizontal lines at the bottom right of the screen to access the menu. Scroll down to find 'settings and privacy', then select 'settings'. Scroll down to find the 'privacy' list.



### Making your posts private

- Under “privacy settings”, find “who can see your future posts?” and select “friends”
- Choose to “limit who can see past posts” in this section too, as this will privatise historical posts and not just future ones.

### Hide your ‘friends’ list

- Under “privacy settings”, find “who can see your friends list?” and make sure it’s not set to “public”. We recommend choosing “only me”

## Control who can post on your timeline

- Under “timeline and tagging”, find “who can post on your timeline”. We recommend you select “only me”
- Also in this section, find “review posts that you’re tagged in before the posts appear on your timeline” and switch this to “on”

## Blocking people and things you don’t want to see

You can block users, apps and pages by using the “blocking” menu item

## A note about photos on Facebook

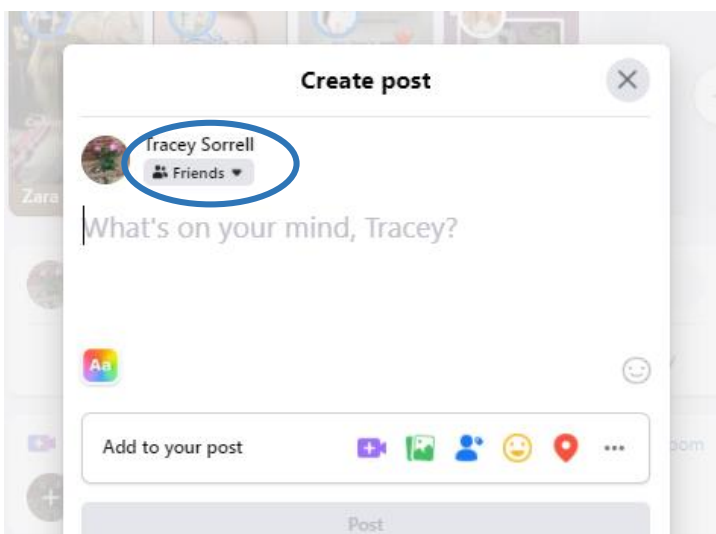
Your ‘profile’ photo, and ‘cover’ photo are always visible to the public.

When you change these photos, if you don’t want them to stay visible to the public, you will need “limit past posts” again (see step 2 above)

## Last thing...

Check your privacy settings regularly, as users do report them dropping back to default settings from time to time. Whenever you post, you can also check that the post will only be seen by friends/whomever you want to see it...

### On a laptop...



### On a mobile...

