

# Protecting your social media privacy on Facebook



## Where?

Next to your notifications button on the top right of your toolbar is a small lock icon



## What options are available?

For the sake of brevity if you are about to post something you're not too sure about, Facebook has a 'Privacy Check-Up' option illustrated by a picture of a dinosaur on a computer (we don't know why either) This gives you quick options on who can see your posts

### Friends

This will limit who can see your posts to only accepted Facebook friends

### Public

This will make all of your posts visible to anybody who find themselves on your page

### Only Me

This option means only you will see anything you post on Facebook

### Custom

This means you can choose who on your friends list can see the information you post, requires the effort of remembering all of your friends names or making Facebook lists, though



## More?

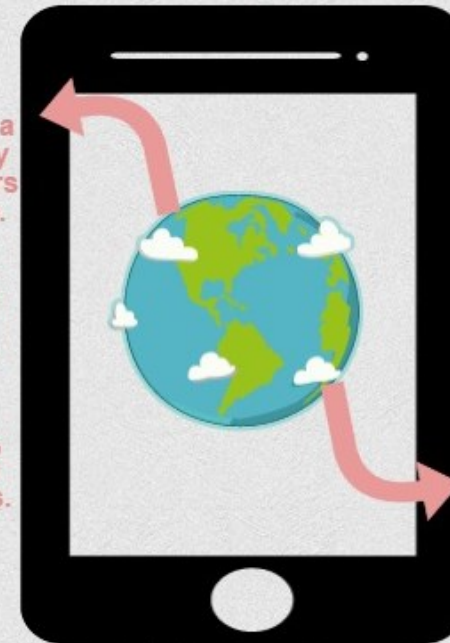
If this isn't enough you can click 'See more settings', which gives you the option of hiding your profile from search engines and putting stricter controls on people who can message you

## Location Tagging

In a recent conduct case one social worker posted an update which tagged their location at the court house, and risked breaching the service user's confidentiality as a result.



Location tagging is a problem particularly for smartphone users updating on-the-go. From a computer, you are given the option underneath the post to add a location if you are talking about something that happened that day, making it easier to avoid sensitive tags.



For smartphone users to avoid the mistake of updating say, after a visit or at a court, and then potentially compromising confidentiality, they need to simply: Open the smartphone app. Press settings. Find 'Location'. Switch to 'Off'.

**Note: Updates to Facebook can sometimes reset or change your privacy settings, it is recommended that you check them regularly**