



Social media guide for families: Protecting your information

When using social media, it's important to think about your privacy settings. You may not mind people accessing your Facebook profile for fundraising purposes or to see how you're getting on, or you may feel uncomfortable with strangers viewing personal information. If your story is being featured in the media or on a public website, it is possible that other websites will want to feature your story, and depending on your social media settings, they may be able to share or use photos from your timeline without asking you first.

Please be aware that the Families Together Facebook group is open to people you do not know. To maintain your privacy you need to ensure your privacy settings are at a level you are comfortable with. Consider carefully any pictures or details you share in the group as these become property of Facebook and any member of the group could download these at any time without your permission. The Families Together support group is hosted through Facebook who are a third party – we take no responsibility for how Facebook manages your account or data. More information about Facebook's privacy policies are available here: <https://www.facebook.com/support>

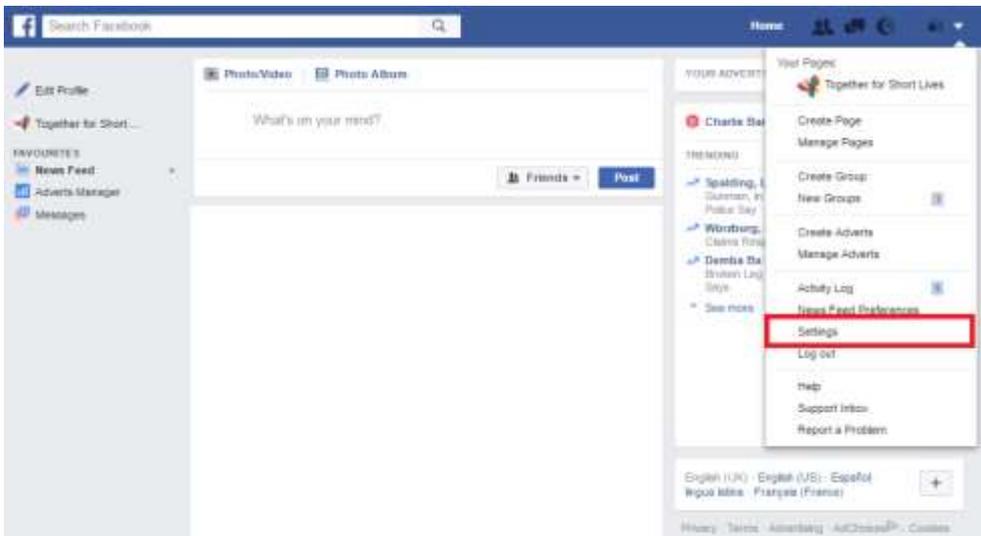
If you'd like to take steps to protect your pictures, videos and information we've created a short guide on how to achieve that – this step-by-step process can ensure you have as much control over your information as possible.

On your Desktop Computer

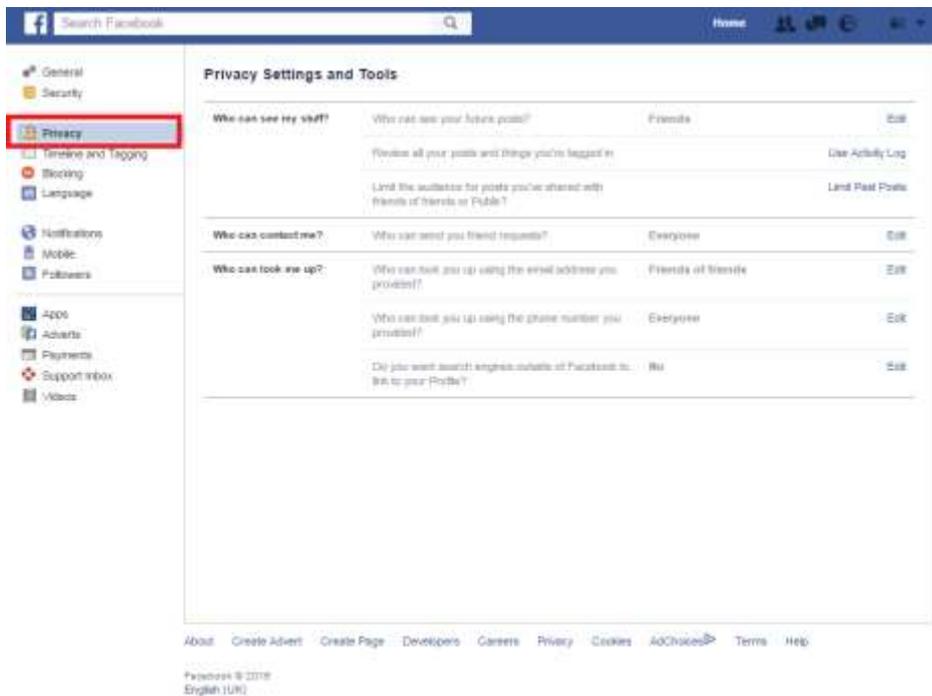
- Log into your Facebook account using your normal email/password details.

The image shows the Facebook desktop interface. At the top left is the 'facebook' logo. To the right is a login section with a red box around the 'Email or Phone' and 'Password' input fields and the 'Log In' button. Below the login section is the 'Sign Up' section. It features a large thumbs-up icon with a heart above it, and a group of people holding up a smartphone. The sign-up form includes the following fields: 'First name' (with a red error icon), 'Surname', 'Mobile number or email address', 'Re-enter mobile number or email address', 'New password', 'Birthday' (with dropdowns for Day, Month, and Year), and 'Female' and 'Male' radio buttons. A green 'Sign Up' button is at the bottom of the form. Below the button is a link: 'Create a Page for a celebrity, band or business.'

- Use the dropdown arrow on the top right of your Facebook window to open this menu. Click on "settings" as shown here surrounded by the red box.



- Use the toolbar on the left hand side to click on “privacy”.



Use this screen to change the privacy settings to be as public, or more likely, as private as you want them. For maximum privacy, restrict everything in the “who can see my stuff” section to friends. You can also ensure all historical posts (posts you may have made publicly or shared on a friend’s wall) are restricted to your friends by choosing to “limit past posts”. You can also use this section to choose who can search for you using your email address/phone number, and whether you want to be searchable on Google (search engines outside of Facebook).

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?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?		Close
	This applies to people who can't already see your email address.		
	<input type="radio"/> Everyone		
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

- Now do the same for your Timeline and Tagging. The most important thing here is “who can see things on my timeline?”. For maximum privacy, restrict this to friends. You can also use the “review what other people see on your timeline” feature, which gives you an idea of what journalists or other non-friends will see. Also, ensure any tags can only be viewed by friends. To make sure people can't tag inappropriate things on your pictures or statuses, you can choose to “review tags people add to your own posts...”

General	Timeline and Tagging Settings		
Security	Who can add things to my timeline?	Who can post on your timeline?	Friends Edit
Privacy		Review posts that friends tag you in before they appear on your Timeline?	Off Edit
Timeline and Tagging	Who can see things on my timeline?	Review what other people see on your timeline	View As
Security		Who can see posts you've been tagged in on your timeline?	Friends Edit
Language		Who can see what others post on your timeline?	Friends Edit
Notifications	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
Mobile		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
Followers		Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable
Apps			
Adverts			
Payments			
Support Inbox			
Videos			

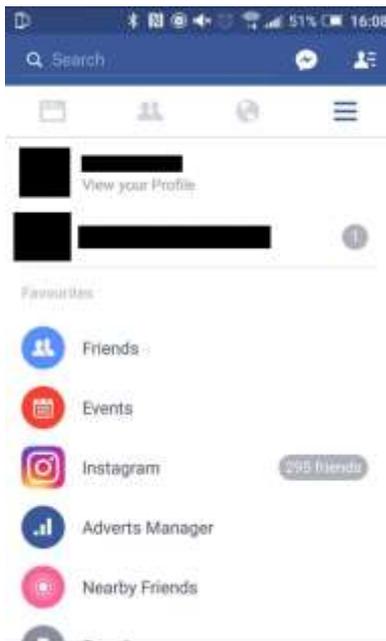
- Finally, if a person you do not know adds you as a friend on Facebook, DO NOT accept their request. If the individual looking to use your photos becomes your friend, there is nothing to stop them downloading and using your pictures in articles or online.

On your Mobile device

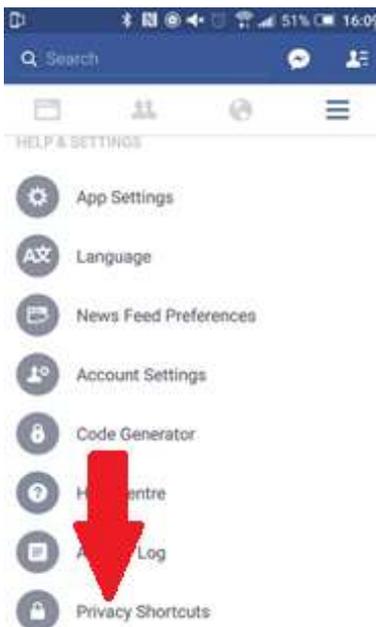
- From your news feed, click on the “3 line” icon pointed to by the red arrow.



- Clicking the “3 line” icon will take you to this page, where it shows your profile.



- Scroll down this page until you find “privacy shortcuts”.



- From here, you can edit your privacy. For the most privacy, you can edit “who can see my stuff” to friends only.

If you have any further questions about privatising your Facebook page, please direct them to info@togetherforshortlives.org.uk