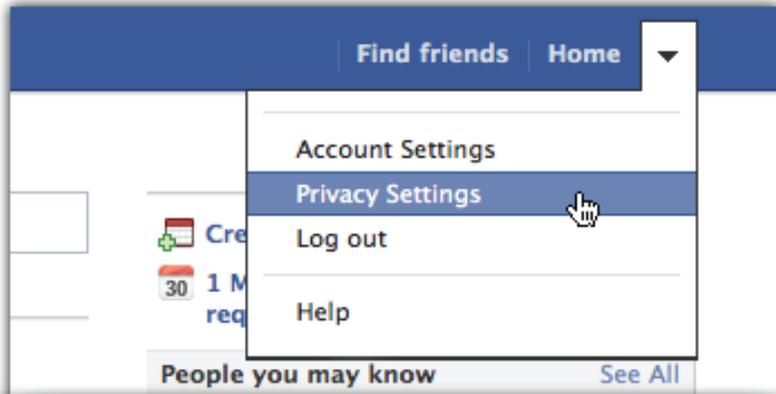




Helpful guide: Facebook



44%
*of adults who had a
current profile said
their profile could be
seen by anyone.*

Do you know your Facebook privacy settings?

You know what you should and shouldn't share on your profile; you have a secure password; you don't click on buttons or links you are not sure of; and you have your privacy settings under control – surely now you can get networking, safe in the knowledge that your profile is secure?

Sadly this is not the case. Maintaining your privacy is an ongoing task, because each time a new feature is launched, it has the lowest privacy setting by default. As well as this, the social networking giant is not obliged to inform you when new features are rolled out, or of any subsequent privacy issues.

Let's use the Timeline as a case in point. It was introduced as a new profile view that displays your entire history in an easily viewable format, from the date you first signed up. It includes everything from your status updates, photos and videos, posts to friends, employment history, and relationships. This ensures that, whether you like it or not, everything you have ever posted can be accessed by simply clicking on the month and year that they were added.

How to control the timeline

You cannot opt out of the Timeline feature, however you can control who sees your information, and you are able to hide or delete data as you go along. Treat the Timeline as any new feature, and set the privacy setting as high as you are comfortable with. To do this:

- Click on Privacy settings, then scroll down and click Edit Settings under the Timeline and Tagging heading
- Go to Who can post on your timeline? and select Friends from the dropdown menu – if you are particularly concerned, you can even choose Custom and Only me
- Repeat this process for Who can see what others post on your timeline?; Who can see posts you've been tagged in on your timeline?; and Who sees tag suggestions when photos that look like you are uploaded?

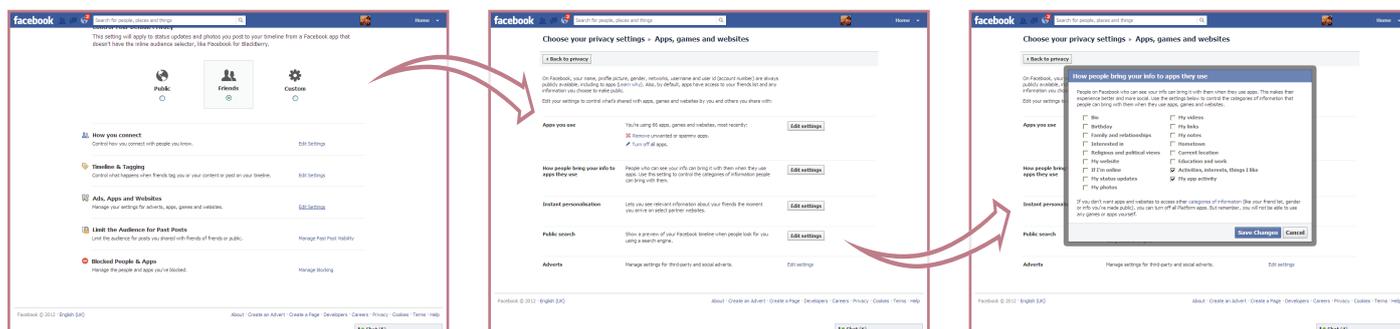


- Return to the Privacy settings menu and click on edit settings under the How tags work heading
- Select Limit the audience for past posts on the Privacy settings menu, click Manage past post visibility, and then select Limit old posts from the dropdown list

If you still have concerns, you can select any post that you do not wish to be viewed and either delete it or hide it. This is a time consuming process, depending on how far back your Timeline stretches but, bearing in mind that employers now check social networks as a matter of course, one that could ultimately save you from embarrassment.

Control third party access to your profile

Ensure that you are in control of third party sites and apps that may have accessed your account. This is important even if you have never used any applications on Facebook, as third parties could still access your information via friends.



- Click Edit Settings under Ads, Apps and Websites
- Review and remove unused apps by clicking Edit Settings under Apps you use
- Review and update who can see your information for use with apps by clicking Edit Settings under How people bring your info to apps they use
- Select which partnered websites you would like a more personalised experience with by clicking Edit Settings under Instant Personalization
- Select whether you wish to be found through search engine results when people enter your name by clicking Edit Settings under Public Search

Remember to check your privacy settings regularly. Also look out for new additions to Facebook and amend your settings accordingly.

