

# Suggested FaceBook Privacy Settings

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Update for FaceBook Places: 17.9.10

## Suggested FaceBook Privacy Settings

Log in to FaceBook - in the top right hand corner click on *Account* and choose *Privacy Settings* from the drop-down menu to get the following screen. Remember if you wouldn't want someone to see it, don't put it on FaceBook in the first place. You may want to restrict more than the minimum recommended in this guide.

The screenshot shows the Facebook Privacy Settings page. A search bar is at the top left, and navigation links for Home, Profile, Find friends, and Account are at the top right. The main heading is "Choose your privacy settings". Under "Basic directory information", the text says "To help real-world friends find you, some basic information is open to everyone. We also suggest setting basics like hometown and interests to everyone so friends can use those to connect with you." A red circle highlights the "View settings" link, with a large red "1" next to it. Below this is the "Sharing on Facebook" section, which is a table with columns for "Everyone", "Friends of friends", "Friends only", and "Other". The "Custom" option is selected in the left-hand menu. A red circle highlights the "Customise settings" link at the bottom of the table, with a large red "2" next to it. At the bottom left, a red circle highlights the "Applications and websites" link, with a large red "3" next to it. Other sections visible include "Block lists" and "Controlling how you share".

### 1. Basic Directory Information

Click on *View Settings*

The screenshot shows the "Basic directory information" section of the Facebook Privacy Settings page. It has a "Back to privacy" button on the left and a "Preview my Profile" button on the right. The text reads: "Your name, Profile picture, gender and networks are always open to everyone (learn why). We suggest leaving the other basic settings below open to everyone to make it easier for real-world friends to find and connect with you." Below this is a list of settings, each with a description and a dropdown menu:

Setting	Description	Current Setting
Search for me on Facebook	This lets friends find you on Facebook. If you're visible to fewer people, it may prevent you from connecting with your real world friends.	Everyone
Send me friend requests	This lets real world friends send you friend requests. If not set to everyone, it could prevent you from connecting with your friends.	Everyone
Send me messages	This lets friends you haven't connected with yet send you a message before adding you as a friend.	Everyone
See my friend list	This helps real world friends identify you by friends you have in common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Everyone
See my education and work	This helps classmates and colleagues find you.	Friends only
See my current location and hometown	This helps friends you grew up with and friends near you confirm it's really you.	Everyone
See my interests and other Pages	This lets you connect with people with common interests based on things you like on and off Facebook.	Friends only

At the bottom right, there is a "Chat (Offline)" button.

The above is the minimum recommended setting - enough for old friends to find you without giving too much away.

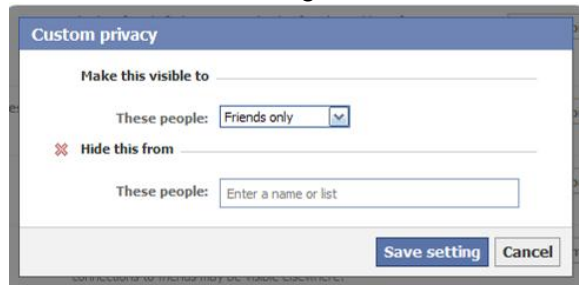
To change any setting click on the box to get a drop down menu

Note that you get a choice of *Everyone*, *Friends of Friends*, *Friends Only* and *Customise*.



Sometimes the setting you want isn't there (*Friends Only* often disappears)

Click on Customise to get this window



Then use the drop down box to choose from...



*Friends Only*, *Specific People* or *Only Me*

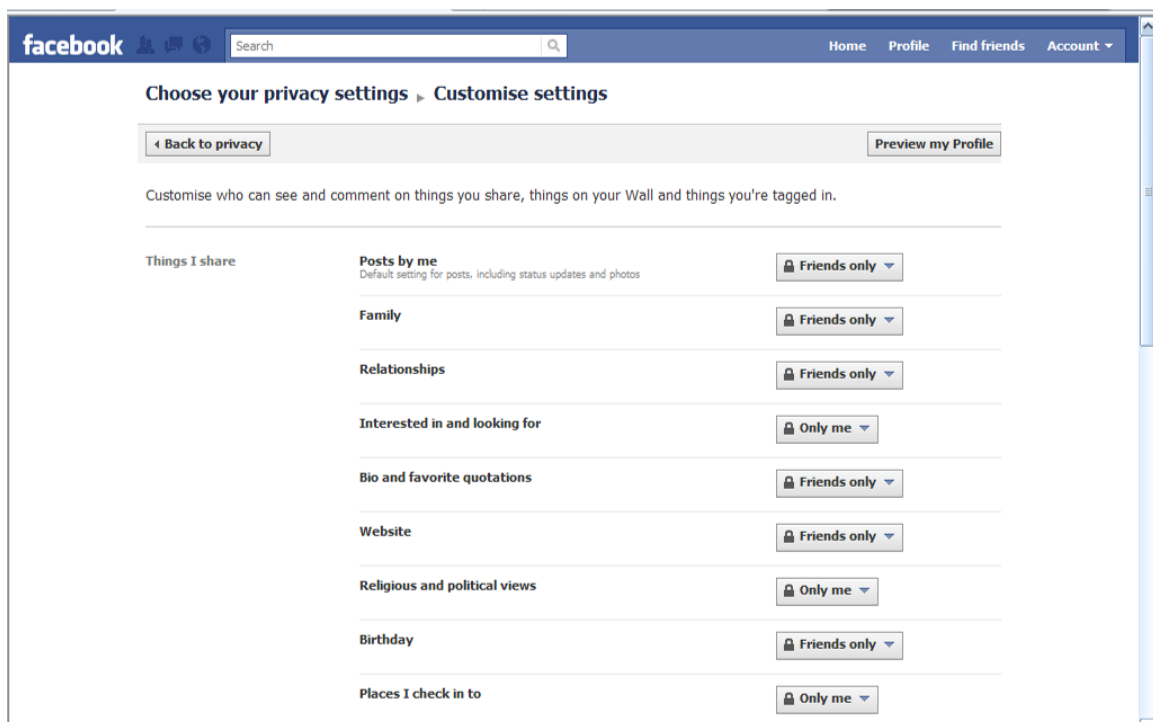
To be honest, if you use *Only Me*, the information really shouldn't be there in the first place, BUT it does stop accidents; so do it anyway!

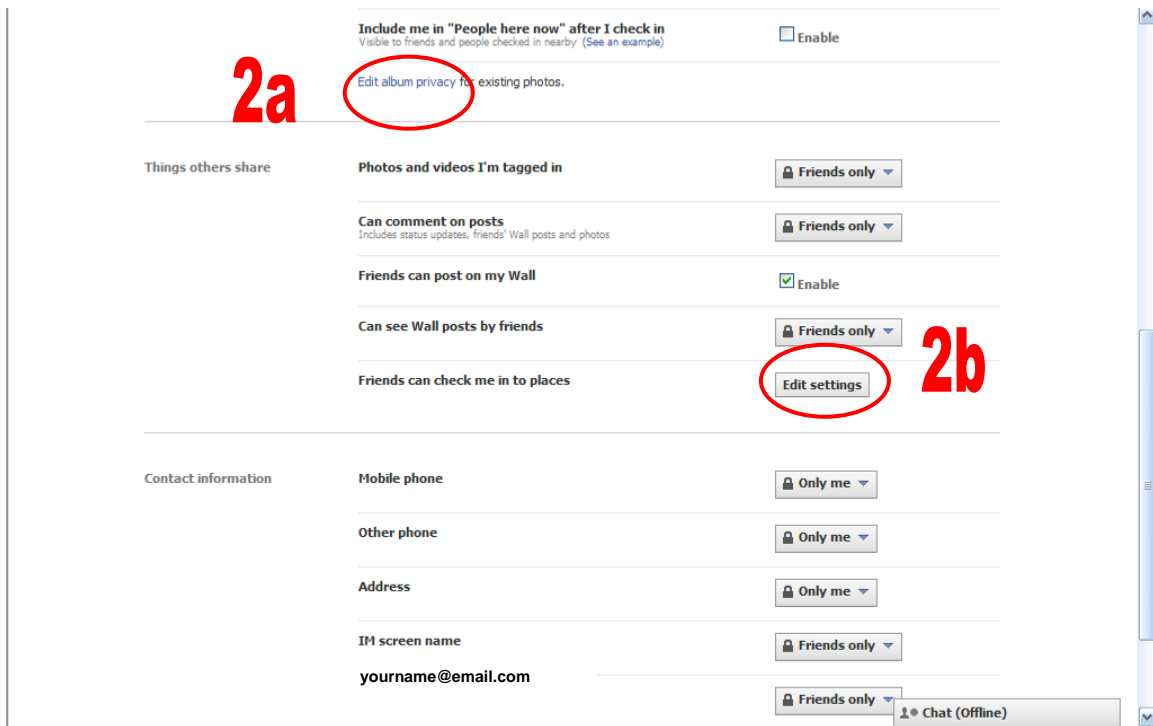
Note that you can also block certain people from viewing certain things or only allow certain people to see things.

## 2. Sharing on Facebook

Click on *Customise Settings*

You will have to scroll down the page to see all these settings. Again these settings are the minimum recommended. Change them as above. Make them more restrictive if you prefer.



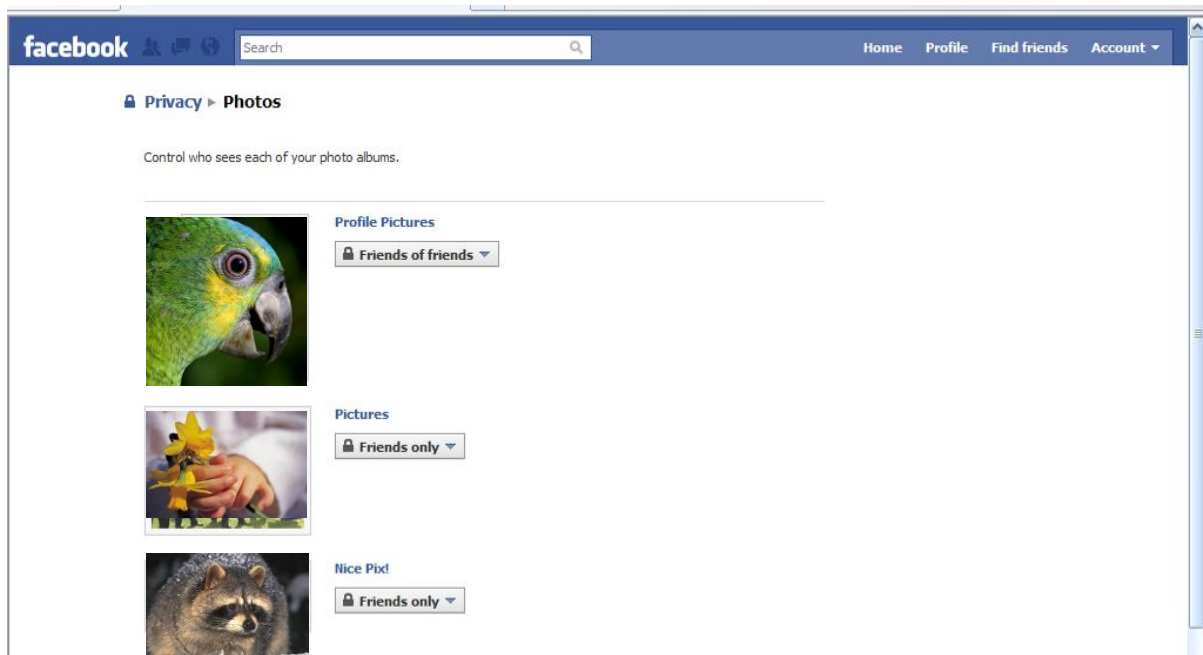


## 2a. Photo Album Privacy

Click on *Edit album privacy*

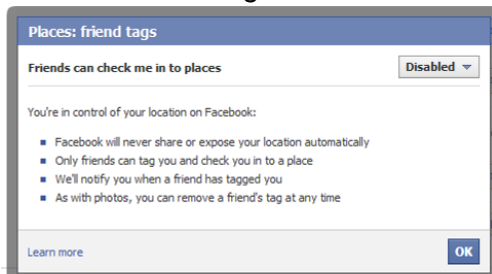
Every album must be done separately.

Under the FaceBook Terms & Conditions any public photo (i.e. in an album set to *Everyone*) can be used by FaceBook in any way they choose. Think carefully about your profile picture as you often want this to be public!



## 2b. Photo Album Privacy

Click on *Edit settings* next to *Friends can check me into places*.

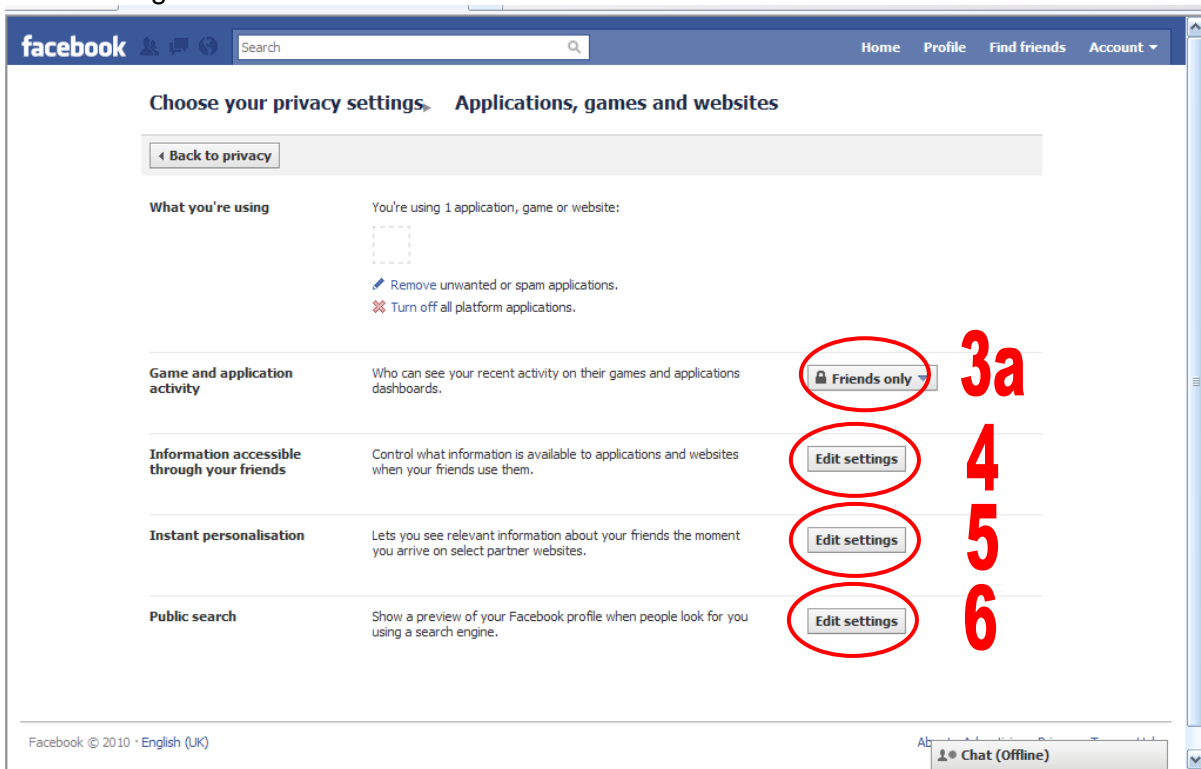


Make sure this setting is Disabled unless you want your friends to be able to check you into anywhere they choose... it may not be somewhere you would like to be associated with.

### 3. Applications, games and websites

Click on *Edit your Settings*

Game and application activity: recommended setting shown below.  
Then click on the ringed buttons.

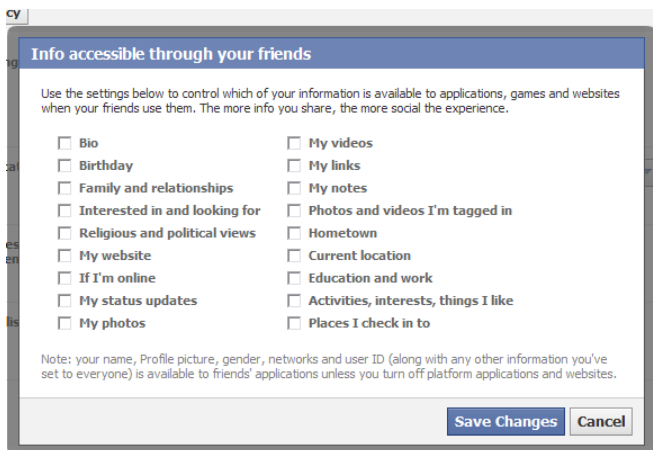


### 3a. Game and application activity

Depending on the games and applications you use, you may wish to change this *Only Me* to prevent potential embarrassment. Serial use of Farmville is unlikely to be a problem, but use of other applications could be misinterpreted.

### 4. Information accessible through your friends

Click on the *Edit Settings* button

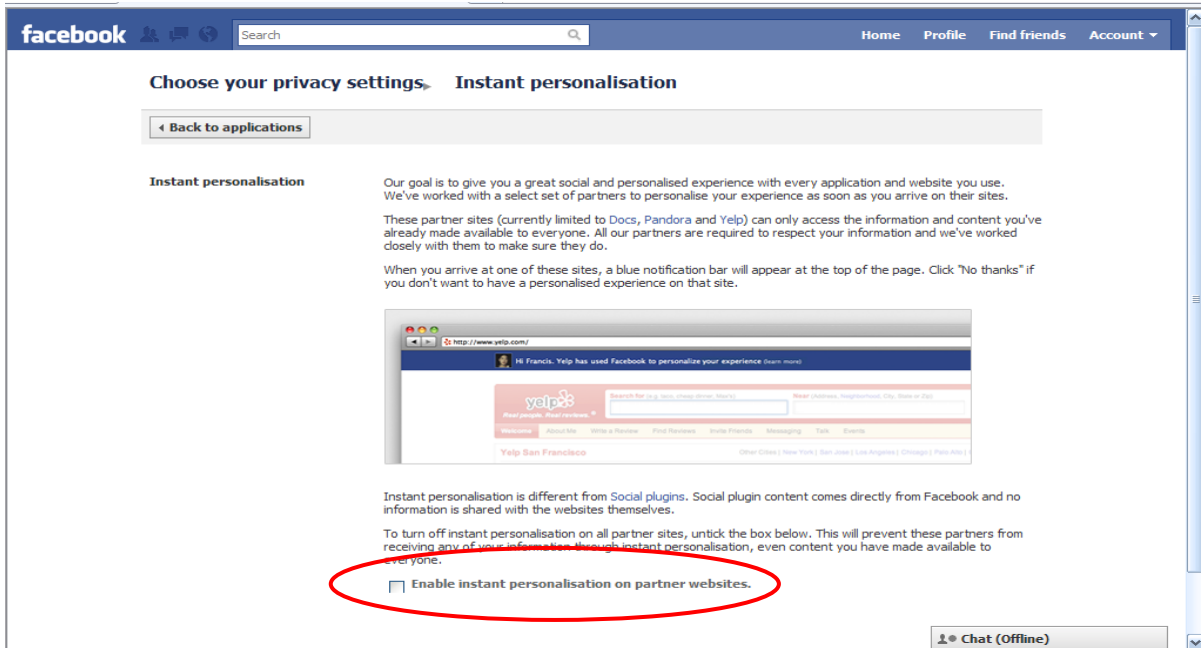


In the pop up window, clear all the check boxes and then click on Save Changes

## 5. Instant Personalisation

Click on the *Edit Settings* button

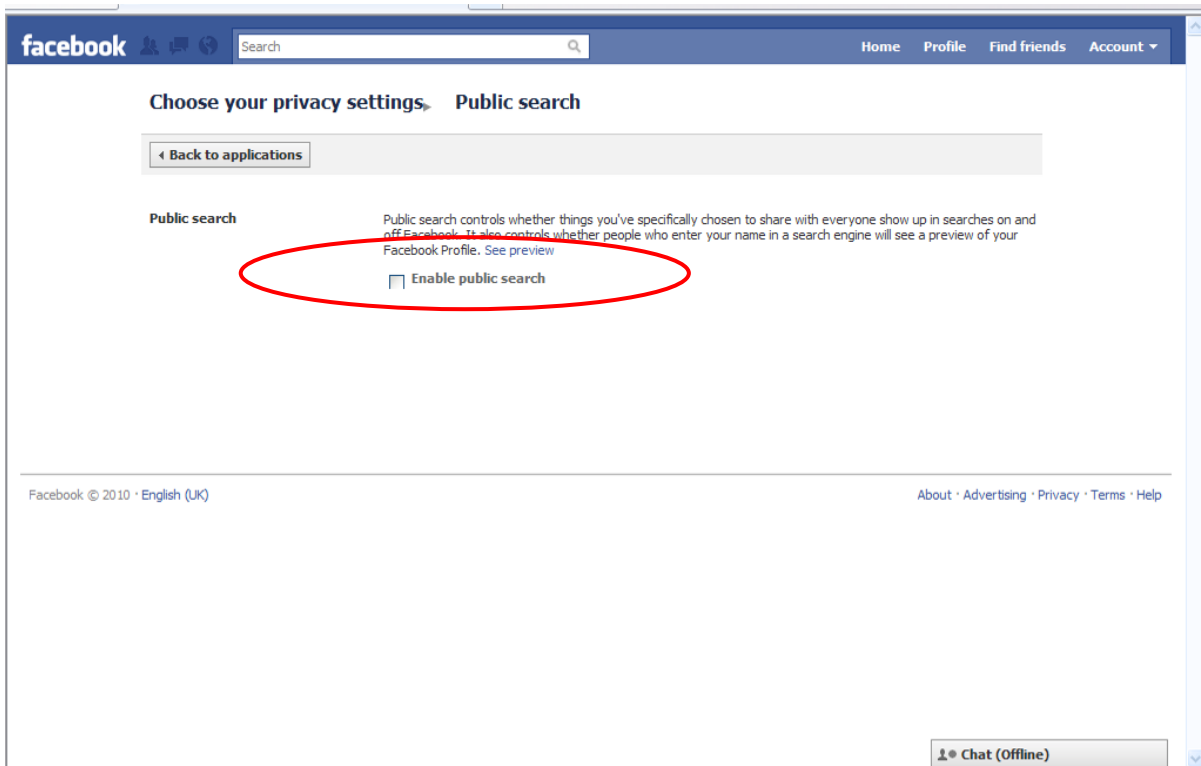
On this screen, clear the check box right at the bottom - you may have to scroll down to find it



## 6. Public search

Click on the *Edit Settings* button

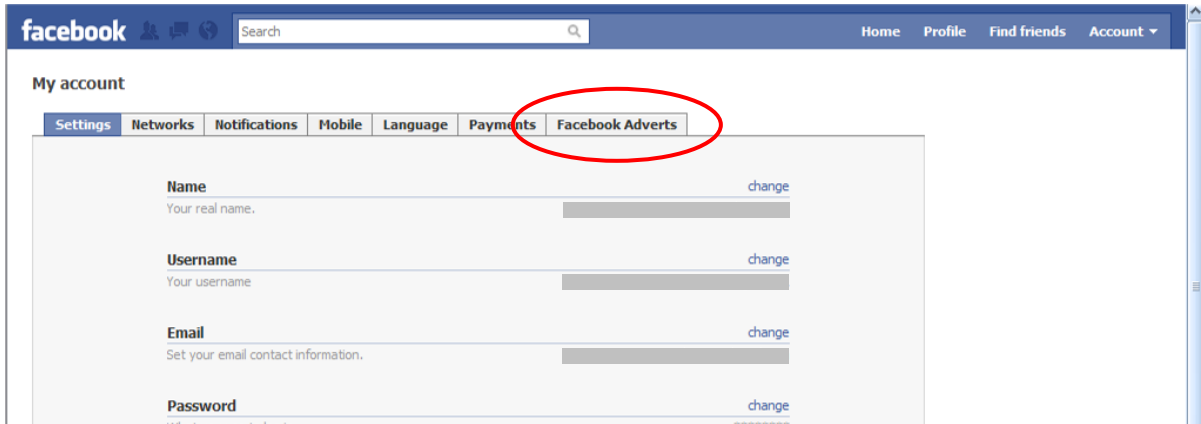
On this screen, clear the check box right at the bottom



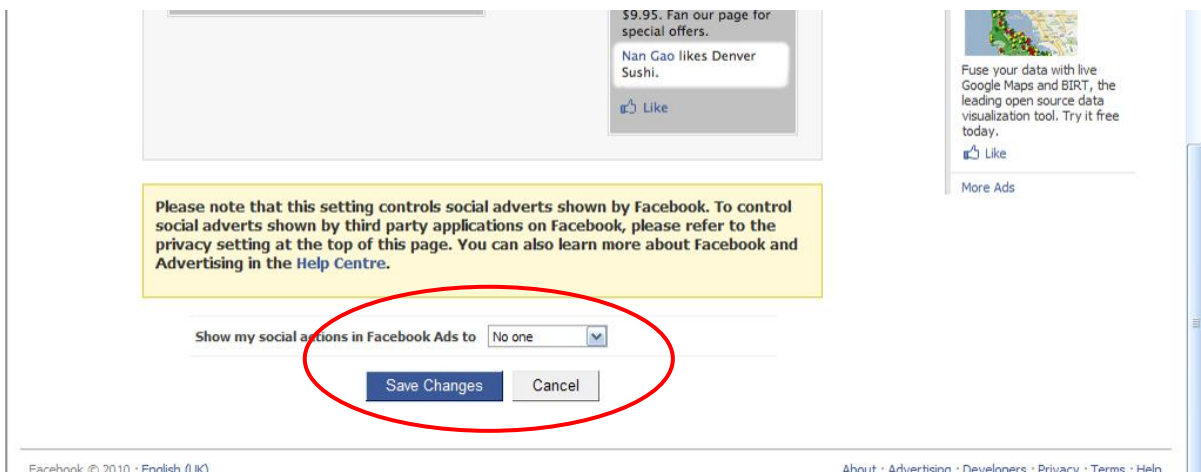
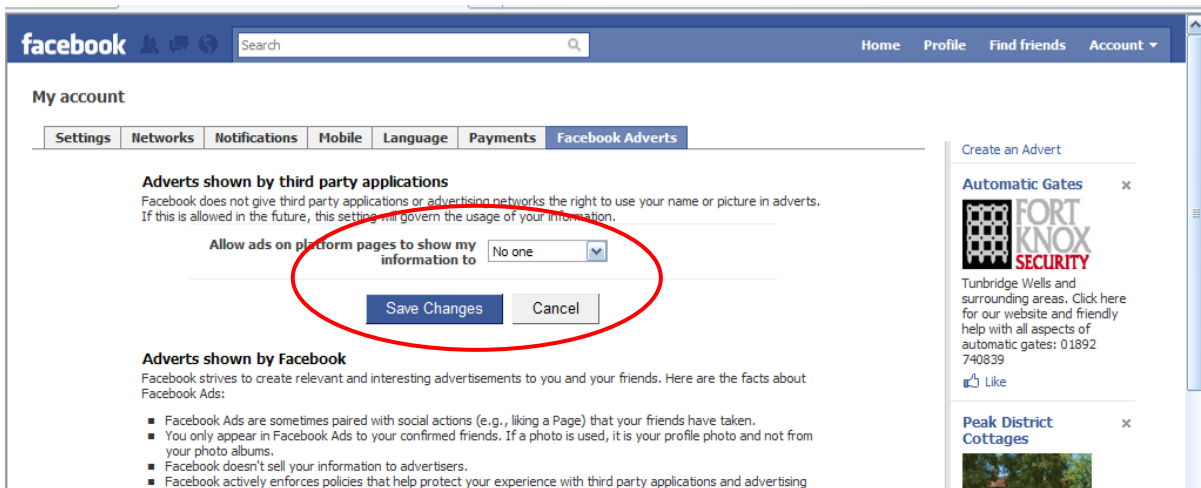
# FaceBook Adverts

According to FaceBook “Facebook does not give third party applications or advertising networks the right to use your name or picture in adverts.” If this is allowed in the future, this setting will govern the usage of your information.” So why have a setting for it now? It is better not to ignore this one and it’s not with the other Privacy Settings.

In the top right hand corner click on *Account* and choose *Account Settings* from the drop-down menu to get the following screen and then click on the *Facebook Adverts* tab (ringed).



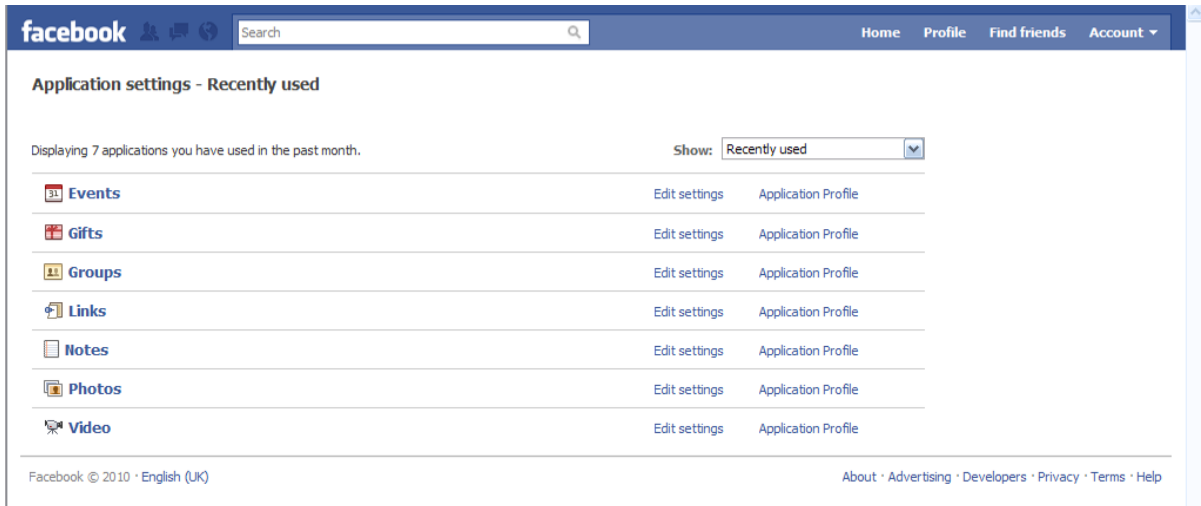
On the following screen there are two settings you need to change; one at the top and one at the bottom (you'll need to scroll down). Don't forget to click on the *Save Changes* button for each.



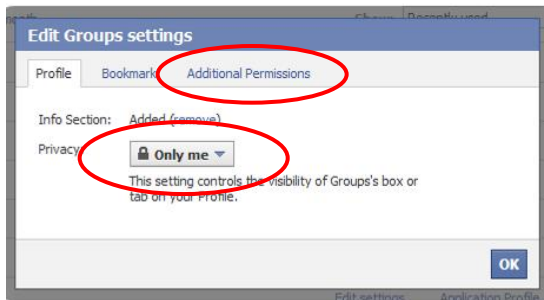
# Application Settings

In the top right hand corner click on *Account* and choose *Application Settings* from the drop-down menu to get the following screen

Controlling these controls what everyone else can see from the applications that you use. Even *Photos* and *Groups* are applications. You may have more than you can see on the screen below.

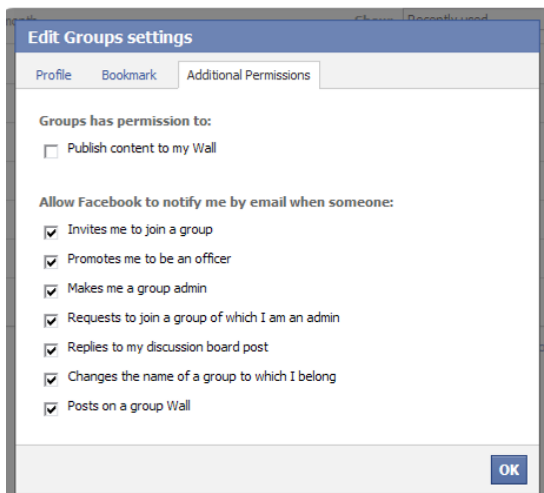


For each one, click on *Edit Settings*, to get a pop-up something like this (each one will be slightly different).



Set the privacy that you need - *Friends Only* is the minimum I'd suggest, *Only Me* may be better for some of these. *Only Me* can only be found by clicking on *Custom* in the drop-down menu

Then click on *Additional Permissions* (ringed) to get the next pop-up



Here you can specify whether or not you want the application to publish content to your wall and what email notifications you want.

Email notification is a matter of preference and does not impact your privacy ... just your patience and your spam filter!

Publishing content to your wall means that those who are allowed to see you wall can see what you've been doing in an application. Think carefully about what you want people to see.

Click on *OK* to confirm any changes.

## The End

Almost... I cannot guarantee they will not change again.  
This is what the privacy screens look like on 17<sup>th</sup> September 2010!

You cannot choose your family, but you can choose your FaceBook friends. Casual acquaintances are less likely to be careful with your information than close friends. Maybe now is the time to drop a few?